

# LAKE FOREST ACADEMY



## EMPLOYEE HANDBOOK

Effective March 2023

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# Section 1

## *Introduction*

### **1:1 Welcome to Our School**

It's our pleasure to welcome you to Lake Forest Academy (LFA). We're a dynamic and supportive community, dedicated to high standards of excellence and quality in delivering a comprehensive secondary education for the college-bound student. We value each one of our employees, and we hope that you find your work here rewarding and satisfying.

This section introduces you to our school's history, purpose, and goals. Please read it carefully so that you can better understand who we are and what we do. We think LFA is a special place—made all the more so by the hard work and dedication of our employees.

### **1:2 Our Mission Statement**

Lake Forest Academy strives to embody in its practices and to cultivate in its student's excellence of character, scholarship, citizenship, and responsibility.

**Character** encompasses respect for others and their belief, dedication to honesty in every sphere of life, realization of moral clarity and conviction, and pursuit of virtue and value in life.

**Scholarship** encompasses acquisition of knowledge, development of critical thinking, enthusiasm for discovery and learning, and exercise of a powerful imagination.

**Citizenship** encompasses appreciation of diversity and multiculturalism, involvement in the LFA community, participation in service to others, and commitment to global awareness and understanding.

**Responsibility** encompasses development of self-reliance, ability to seek guidance, dedication to cooperation and teamwork, and action based upon informed decisions.

### **1:3 Our Vision Statement**

The vision of the strategic plan is to secure for Lake Forest Academy its place as a national and international leader in secondary education. The plan envisions Lake Forest Academy as a mission-driven, college-preparatory school of 435 students with approximately equal numbers of boarding and day students.

The school's dedication to four simple, but powerful, pillars of Character, Scholarship, Citizenship, and Responsibility has created a community, a climate, and a program that are inspiring. LFA students are motivated to take ownership of and pride in their role in maintaining a pluralistic environment. Thoughtful, devoted, and passionate adults in the community encourage the students' progress both academically and holistically, instilling a sense of shared humanity, helping them grow into kind, empathetic people.



## 1:4 History of Lake Forest Academy

Lake Forest Academy has a long history that includes the paths of two great educational institutions, Lake Forest Academy and Ferry Hall.

Lake Forest Academy was founded in 1857 as a school for boys in the Presbyterian town of Lake Forest, Illinois. It opened with four students and one teacher in the Old Clark's Hotel, but soon moved to a new Academy Building with one classroom and living quarters upstairs. Lake Forest Academy moved to its present location in 1948. The Seminary for Young Ladies at Ferry Hall, later simplified to Ferry Hall, was founded in 1869 with 66 students and 11 faculty members in a brick building with a view of Lake Michigan.

The schools proceeded with their separate missions of educating young men or young women until the early 1970s when the schools coordinated their efforts. A full merger of the schools to form the coeducational Lake Forest Academy-Ferry Hall School took place in 1974. Later the school became known as Lake Forest Academy. Over the years, the commitment to excellence in education has endured. As an early Lake Forest Academy catalog stated, ". It is upon earnest work in the study room, and faithful teaching, that the reputation of any school should rest."

## 1:5 Administrative Structure and Governance

It is appropriate to present an overview of LFA's administrative structure, but it is important to note that (1) every successful school looks to all members of its faculty and staff to serve as leaders and (2) each administrator benefits from the work of a large number of faculty and staff members.

Lake Forest Academy Administrative Structure and Personnel:

**Board of Trustees** hires and evaluates the Head of School, focuses on long-range and strategic issues, and exercises fiduciary responsibility for sound financial management. The Board and its standing committees actively support and promote the school's mission and strategic plan. The Board is composed of a diverse group of alumni, parents, alumni parents and friends of LFA.

**Head of School** is responsible for the day-to-day operation of the Academy as well as providing leadership in budget oversight, strategic planning and fundraising.

**Assistant Head of School** assists the Head and Associate Head in fulfilling their responsibilities and acts as the Head of School when the Head and Associate Head are unavailable.

**Deans Council**, including the Head (chair) and Assistant Head of School, consists of senior administrators and meets every cycle to discuss and make decisions on matters of strategic importance. Members of the Deans Council advise the Head of School in the governance of the school as well as oversee and lead their specific areas of administration, including the evaluation of administrative faculty and staff in their departments. The Deans Council members also provide three written reports per year to the Board of Trustees, summarizing the issues and developments in their areas of school governance.

**Academic Dean** oversees curriculum review and development as well as coordinating global and innovation initiatives in curriculum and teaching. The Academic Dean also chairs the Academic Council and oversees ongoing review and modification of academic requirements. The Academic

Dean also manages both the Curriculum and the Technology and Innovation Committees and works with the Academic Department Chairs on curriculum review and teaching innovation. In addition, the Academic Dean also oversees standardized testing.

**Dean of Students** oversees an office that is responsible for all areas of student life, including residential life and student activities, student government, academic support, student attendance, social and academic discipline, and oversight of academic advising and students' grades and comments. The Dean also oversees the student portions of the academic program and is responsible for such matters as academic students of concern, academic accommodations, etc. The Dean of Students is the primary point person for all issues concerning students.

**Dean of Faculty** provides support, guidance, and encouragement to faculty and is responsible for faculty recruitment, mentoring and evaluation, and professional development. The Dean of Faculty also oversees the work of the Academic Department Chairs. The Dean of Faculty chairs the Faculty Advisory Committee, and is responsible for the campus housing process. The Dean of Faculty is the primary point person for all issues concerning faculty.

**Dean of College Counseling** oversees an office that works to ensure that LFA students will gain admission to colleges and universities where they will enjoy growth and success.

**Dean of Equity, Pluralism, Inclusion and Community** is responsible for educating the community about issues pertaining to pluralism and develops and implements policies, procedures, and programs that promote and sustain an inclusive, equitable, and just school community and that embrace and celebrate diversity.

**Director of Athletics and Summer Programs** oversees all aspects of the interscholastic athletic program, the physical education program, the physical education program, summer programs and all athletic facilities.

**Dean of Admission** is responsible for student enrollment, reenrollment, and the distribution of financial aid. The Dean oversees an office committed to creating an LFA student body that will enjoy success at LFA while their presence enriches the community.

**Chief Financial Officer** oversees an office that is responsible for financial and property management aspects of the school, including budgeting, accounts receivable and accounts payable, distributing salaries, managing benefits programs, and overseeing auxiliary services such as Facilities and Food Services.

**Dean of Advancement** leads an office that is responsible for alumni engagement, parent relations, donor stewardship, and fundraising/ philanthropy. The Advancement Department provides staffing and services to the school's Life Trustees, Alumni Advisory Board (AAB) and Parents Association Board. The Dean of Advancement is also the key liaison to the Executive Committee, Advancement Committee and Committee on Trustees (nominating and governance).

**Director of Marketing and Communications** oversees an office that is responsible for internal and external strategic communication efforts of the entire school, including the promotion of the LFA brand and the oversight of all print and electronic media.

**Director of Health Services** oversees clinical care at LFA and health promotion in the community. This includes the health center, nursing staff, licensed school therapists. Consultation, teaching assistance and subject matter advice is also given to the Health, Wellness and Community academic department.

**Academic Council** consists of Academic Department Chairs and is chaired by the Academic Dean. The Academic Council is responsible for recommending policies and addressing concerns related to graduation requirements and the academic program, including the addition of any new programs or courses. Matters of significant institutional importance, such as a change in graduation requirements or academic departments, grading and homework policy, and scheduling will be reviewed by the Deans Council before being recommended by the Academic Council for approval by the Faculty. The Dean of Faculty and the Dean of Students will attend Academic Council meetings when topics under their responsibility are discussed.

**Academic Department Chairs** report to the Academic Dean and represent their departments at Academic Council as well as overseeing the teaching, curriculum, and general academic business and development of their departments. The Academic Department Chairs meet as a group to discuss professional development, evaluation, curriculum review, teaching innovation and other teaching faculty matters. Matters of significant institutional importance, such as a change in evaluation procedures, will be reviewed by the Deans Council before being recommended for approval by the Faculty. Department chairs also hold regular departmental meetings with all members of their departments to discuss and approve academic and other issues, including the adoption of new departmental offerings within an established requirement or program.

**Faculty** (including Administrative Faculty) meet regularly to discuss school issues, and although the Head of School is ultimately responsible to the school's Board of Trustees for all aspects of the Academy's management, there is a long tradition of faculty participation in major policy decisions as well as in the routine management of the school. As the principal internal legislative body of the Academy, the faculty is consulted by the Head of School on appropriate major issues and is asked to approve any significant changes in academic requirements via a vote.

**Staff members** are encouraged, but not required, to attend faculty meetings and are consulted by the Head of School on appropriate issues and encouraged to participate in the discussions that directly concern their lives at the Academy. The Head of School and/or the Director of Human Resources meet with members to discuss issues of concern.

#### **Additional Councils and Standing Committees:**

**Diversity, Equity, Inclusion and Belonging Council** (DEIB) is tasked with designing, implementing, delivering, and analyzing Diversity, Equity, Inclusion, Belonging, and Justice (DEIBJ) initiatives recommended by the Head of School Equity Taskforce (HSET) and ensuring alignment with the strategic plan. In partnership with the Office of Pluralism and Multicultural Affairs, this team identifies equity gaps, uses and communicates data to advance equity, and analyzes and proposes equity-minded, sustainable equity goals. The council is a representative body that plays a significant role in planning school-wide events to foster an equitable and inclusive environment where community members feel valued and experience belonging.

**Diversity Advisory Council** emerged from the goals of the 2014 Strategic Plan and the recommendation of the Board of Trustees Committee on Diversity and Global Pluralism. The Council works closely with the Dean of Pluralism and Multicultural Affairs to: (1) provide additional adult support for our students on issues of race and diversity; and (2) provide support for the Dean in her work with individual students and particularly with student-to-student interactions.

**Diverse Hiring and Retention Committee**, formed in 2010, reviews employment practices and recommends changes in order to recruit and retain more diverse talent and provide a welcoming environment for employees. The committee reports annually to the Board of Trustees Committee on Diversity and Global Pluralism and also hosts the annual Diversity Summit. Members include Assistant Head of School & Academic Dean, Dean of Faculty, Dean of Pluralism & Multicultural Affairs, and Director of Human Resources & Risk Management.

**Faculty Advisory Committee** consists of six members of the faculty (excluding members of the Deans and Academic Councils) who are elected by their peers in two alternating cohorts each spring to serve two-year terms. They meet with the Head of School and the Dean of Faculty each cycle to raise current issues of concern from the faculty and to advise the Head of School on decisions and policy. The Faculty Advisory Committee also acts as the Faculty Housing Committee and advises the Head of School, Dean of Faculty, and Dean of Students and Academic Affairs on faculty housing decisions each year.

**Staff Consulting Committee** consists of a small group of full-time staff members who are elected by their peers and serve two-year terms. They meet regularly with the Head of School and the Director of Human Resources to raise current issues of concern from the staff and to advise the Head of School on decisions and policy.

**Faculty Athletic Advisory Council** consists of six to eight members of the faculty and staff who are involved in the LFA Athletic Program. Their charge is to advise the Athletic Department and the Academy's administration on all aspects of athletics.

**Residential Council** consists of faculty representing each dormitory and other areas of the residential life program. Their charge is to explore and discuss all aspects of residential life at LFA and to make recommendations to the Dean of Students and Academic Affairs, who will present them to the Deans Council and/or Faculty for approval as appropriate.

## 1:6 The Purpose of this Handbook

We believe that employees are happier and more valuable if they know what they can expect from Lake Forest Academy and what Lake Forest Academy expects from them. In the preceding sections, we introduced you to our school's history, values, culture, organization, and goals. We expect you to incorporate that information into your day-to-day job performance, striving to meet and emulate Lake Forest Academy's values in everything you do.

The remainder of this Handbook will familiarize you with the privileges, benefits, and responsibilities of being an employee at Lake Forest Academy. Please understand that this Handbook can only highlight and summarize our policies and practices. This Handbook is provided as a guide and is not to be considered a contract. For detailed information, you should talk to the head of your department and/or the Director of Human Resources.

At Lake Forest Academy, as in the rest of the world, circumstances are constantly changing. As a result, we may have to revise, rescind, or supplement these policies from time to time. Nothing in this Handbook is a contract or a promise. For many reasons, the policies can change at any time, without warning or notice.

We are always looking for ways to improve communications with our employees. If you have suggestions for ways to improve this Handbook in particular or employee relations in general, please feel free to bring them to the Director of Human Resources.

## Section 2

### ***Employment***

#### **2:1 Employment**

We sincerely hope that your employment at LFA will be a positive and rewarding experience. While we hope all of our employees have a long tenure with the school, we cannot make any guarantees about your continued employment at Lake Forest Academy. As indicated in your letter of appointment, your employment status with us is "at will," and either you or LFA is free to terminate that relationship at any time with or without notice or cause.

No employee or Academy representative, other than the Board of Trustees, has the authority to change the at-will employment relationship or to contract with any employee for different terms of employment. Furthermore, the board may change the at-will employment relationship only in a written contract, signed by a board representative and the employee. Nothing in this Handbook constitutes a contract or promise of continued employment.

#### **2:2 Working and Living at LFA**

LFA Employees are first and foremost professionals who are committed to upholding the Academy's mission, philosophy, regulations, and practices. Working at LFA requires a high level of integrity, scholarship, and instructional skill as well as a willingness to use individual gifts, skills, and energies to enrich the community. Collegiality is a cornerstone of the community. All employees share their expertise, their questions, their ideas, and their concerns. Thus, working at LFA is inherently a challenging, collaborative endeavor. Faculty members are expected to hold students to high expectations while at the same time encouraging them in their work, providing them with appropriate guidance for their concerns, protecting them from harm, and leading them toward the "Great End and Real Business of Living." Staff members are expected to work in a manner to support and advance the school's mission.

Because LFA is a boarding institution, each faculty member's presence is of paramount importance. Specifically, a faculty member's presence at school functions, at House Cup competitions, in the dining hall, and at extracurricular events as well as participation as a dormitory parent and/or advisor are critical to the smooth operation of the school and are appreciated by the students.

Faculty members are hired at-will on a teaching or administrative basis, depending on their duties. Teaching faculty who have few, if any, administrative duties work during the school year, beginning in mid-August and lasting until all obligations, including the final faculty meeting and the writing of year-end reports, are completed in June. Administrative faculty members are those individuals with significant administrative responsibilities who work throughout the entire year.

Staff members generally are hired at-will to work on a year-round basis. Occasionally, some staff will be hired at-will on a part-time or defined-term agreement for specific duties.

## 2:3 General Expectations for Employees

While it is impossible to write down a simple formula that will ensure an effective and successful career as a faculty or staff member, the following list of expectations will help to define and clarify the context within which a faculty or staff member goes about his/her work. In the community, an LFA employee:

- Acts as a responsible citizen and role model.
- Maintains a high level of personal integrity.
- Is attentive to the safety of all members of the community.
- Is careful that all relationships with students and with adults are above reproach.
- Maintains appropriate confidentiality about student and school matters.
- Relays community concerns to appropriate people at the school.

## 2:4 Commitment to Equal Employment Opportunity

Lake Forest Academy is strongly committed to providing equal employment opportunity for all employees and applicants for employment. All employment decisions at the Academy including those relating to hiring, promotion, transfers, benefits, compensation, placement, and termination will be made without regard to race, national origin, religion, sex, pregnancy, sexual orientation, age, disability, military status, or any other legally-protected status. The Academy will not tolerate discrimination against any employee or applicant and will take immediate and appropriate disciplinary action toward any employee who violates this policy.

Any employee or applicant who believes that he/she has been discriminated against in violation of this policy should raise that concern with his/her Dean or department chair and/or report the matter to the Director Human Resources. We encourage you to come forward if you have suffered or witnessed what you believe to be discrimination, including the option of submitting your complaint in writing to the Head of School and/or the Director of Human Resources. Employees may also report the information to LFA's anonymous Tip line through the Crisis Go app and website. The Academy will not retaliate nor allow retaliation against any employee or applicant who complains of discrimination or assists in an investigation of possible discrimination.

Deans and department chairs are required to report any discriminatory conduct or incidents to the Director of Human Resources.

## 2:5 Recruitment

We know that we are only as good as our employees, so we search as widely as possible for talented and motivated individuals to fill vacant positions. Our recruitment methods include employment agencies, advertising, referrals, and internal promotions.

Lake Forest Academy is committed to hiring a culturally diverse faculty dedicated to working with our diverse student body. LFA is also committed to employing, in its judgment, the best qualified candidates for approved positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of LFA to provide equal employment opportunities to all applicants and employees.



Authorization in advance from the Head of School is required to initiate any action to fill an open position, including any recruitment efforts, advertising, interviewing, and offers of employment.

## **2:6 New Employee Information**

### **2:6.1 New Employee Orientation**

Prior to or on your first day of work, you will be asked to complete paperwork and forms relating to your employment, such as tax withholding forms, emergency contact forms, and benefits paperwork. You will be scheduled for a new employee orientation meeting with your Dean or Department Chair during which you will receive important information about Lake Forest Academy's policies and procedures.

Please feel free to ask any questions you might have about LFA during the orientation meeting. If additional questions come up after the meeting, you can ask your Dean or Department Chair or LFA's Director of Human Resources.

### **2:6.2 Orientation Period**

When your employment begins, you will meet with the Director of Human Resources, who will explain our benefits and payroll procedures and assist you in completing your employment paperwork. You will also meet with your Dean and/or Department Chair to go over your job goals and performance requirements. During orientation, your Dean and/or Department Chair will give you feedback on your job goals and performance reviews and will be available to answer any questions you might have.

The Dean of Faculty organizes a formal "New Faculty and Staff Orientation Program" that is held each year during the week in August prior to the opening faculty and staff meeting. This program introduces new faculty and staff to all aspects of the school and includes presentations by members of the Deans Council.

### **2:6.3 Proof of Work Eligibility**

The federal government requires all employees hired after November 6, 1986, to complete the I-9 Form. Within three business days of your first day of work, you must complete Federal Form I-9 and show us documentation proving your identity and your eligibility to work in the United States.

### **2:6.4 Criminal Background Investigations**

LFA requires a background investigation, including fingerprints, to be completed on all employees working at the Academy in accordance with the National Association of Independent Schools (NAIS) and applicable state regulations.

Lake Forest Academy also requires a background investigation for every adult who may have direct and unmonitored contact with children. LFA will also conduct background investigations on all adults living in LFA-provided housing. In addition, all adult children over the age of 21, au pairs, and other long-term guests who reside in Academy housing will be required to complete background checks.

In the event that a background investigation shows a criminal history, LFA will evaluate that report to determine whether there is a substantial relationship between the reported criminal history and his/her employment or housing in our community, a community dedicated to the education, care, and safety of children under the age of 18. If it is determined that the individual may pose a risk to our community due to his/her criminal background, the individual will no longer be eligible for employment and/or housing in this community.

### **2:6.5 Child Support Reporting Requirements**

Federal and state laws require us to report basic information about new employees, including your name, address, and Social Security number, to a state agency called the State Directory of New Hires. The state collects this information to enforce child support orders. If the state determines that you owe child support, it will send us an order requiring us to withhold money from your paycheck to pay your child support obligations.

## **2:7 Employee Classifications**

### **2:7.1 Administrative Faculty, Teaching Faculty, and Staff positions (updated)**

Each member of the LFA faculty and staff is assigned an employment category based on his or her primary position at the Academy. The three categories are as follows:

**Administrative Faculty** are at-will employees who have faculty status and work throughout the year. All employees in this category hold administrative positions; some also teach, have residential responsibilities, and/or coach. They are expected to complete co-curricular points as part of their responsibilities.

**Teaching Faculty** are at-will employees who have faculty status and take vacation according to the school calendar. All employees in this category are classroom teachers or administrators and most have residential and coaching responsibilities. Faculty are required to be at work when students are present and as necessary to prepare for the students' arrival and departure each semester. Teaching faculty have as their primary responsibilities the academic and personal growth, as well as the safety of students. They are expected to complete co-curricular points as part of their responsibilities.

**Staff** are at-will employees who work throughout the year. Staff positions are usually defined as administrative and support positions who do not have any obligations outside their primary job function, including co-curricular points.

### **2:7.2 Temporary Employees**

Periodically, it becomes necessary for LFA to hire individuals to perform a job or to work on a project that has a limited duration. Typically, this happens in the event of a special project, special time of year, cover for a maternity or sick leave, abnormal workload situations, or in an emergency.

Individuals whom we hire for such work are temporary employees. They are not eligible to participate in any of Lake Forest Academy's benefit programs nor can they earn or accrue any leave, such as vacation leave or sick leave. Of course, we will provide to temporary employees any and all benefits mandated by law.

Temporary employees cannot change from temporary status to any other employment status by such informal means as remaining in our employ for a long period of time or through oral promises made to them by co-workers, members of management, or supervisors. The only way a temporary employee's status can change is through a written notification signed by the Head of School.

Temporary employees work on an at-will basis. This means that both they and the Academy are free to terminate their employment at any time for any reason that is not illegal—even if they have not completed the temporary project for which they have been hired.

### **2:7.3 Part-Time and Full-Time Employees**

Depending on the number of hours per week you are regularly scheduled to work, faculty and staff are either part-time or full-time employees. It is necessary that you understand your employment



classification because it will determine whether you are entitled to benefits and leave.

**Part-time employees:** Faculty whose letter of appointment states that they are employed at less than a 0.75 basis and staff who are regularly scheduled to work fewer than 30 hours per week are part-time employees. Some part-time employees are entitled to limited benefits, depending on the exact number of hours worked per week.

**Full-time employees:** Faculty whose letter of appointment states that they are employed at a 0.75 basis or more and staff who are regularly scheduled to work at least 30 hours per week are full-time employees. Full-time employees are entitled to full benefits.

## 2:8 Workload and Hours

### 2:8.1 Work Hours

As LFA is a boarding school, faculty work hours are not constrained by a standard working day but are determined by the academic, athletic, and residential needs of the students. Generally speaking, all administrative offices at LFA are open for business on Monday through Friday from 8:00 a.m. to 4:00 p.m. Actual hours of work will depend on the position's employment category and specific workload responsibilities on any given day. Included in the non-exempt staff workday is a one half-hour unpaid break for lunch. From time to time, workloads and school functions may require working during evenings and/or weekends.

All employees are expected to be here on time and ready to start when their work day begins. If for any reason you cannot be at work, you must notify your Dean or Department Chair as far in advance as possible.

### 2:8.2 Workloads

Administrative faculty and staff are expected to work in their offices during regular business hours except when teaching, coaching, attending meetings, or traveling on school business. Administrative faculty are also expected to attend a significant number of school events, including those scheduled in the evenings or on weekends. Residential administrative faculty will also be assigned evening and/or weekend residential duties. As some administrative faculty are expected to teach and/or coach, details of each individual's responsibilities are set out in specific job descriptions and/or the annual letter of appointment consistent with the school's co-curricular points system matrix. Faculty with questions concerning their workload should consult the Dean of Faculty or Head of School.

### 2:8.3 Overtime (*Exempt versus Non-Exempt Employees*)

On occasion, we may ask employees to work beyond their regularly scheduled hours. Exempt employees will not be paid for working beyond their regular hours. Non-exempt employees are entitled to payment for overtime at a rate of one and one-half (1.5) times their calculated hourly rate for any work past 40 hours in a single work week (defined as Sunday through Saturday). The Academy does not count paid holidays, PTO, and sick leave hours taken by an employee toward the calculation of the overtime requirement, because these hours are not actually "worked" and are therefore not considered as hours counted toward overtime under the FLSA. All overtime work must be approved in writing, in advance, by the employee's department head. Working overtime without permission violates LFA policy and may result in disciplinary action.

Your entitlement to earn overtime pay depends on whether you are classified as an exempt or a non-exempt employee. Exempt employees are those who do not earn overtime because they are exempt from the overtime provisions of the federal Fair Labor Standards Act and applicable state laws. Non-exempt employees are those who meet the criteria for being covered by the overtime

provisions of the federal Fair Labor Standards Act and applicable state laws.

Letters of appointment specify your employment category, but if you have any questions about the category of your position, speak to the Director of Human Resources.

#### **2:8.4 Lactation Breaks**

LFA will provide any employee who is a nursing mother a reasonable amount of break time to accommodate the need to express breast milk for the employee's infant child. If possible, this break time shall run concurrently with any meal and/or rest break time already provided and should avoid undue interference with work responsibilities. Lactation breaks are paid provided they do not exceed normal break periods of 5 to 20 minutes. Longer breaks may be unpaid.

LFA will make every reasonable effort to provide employees with the use of a room or other location (other than a toilet stall) close to the employee's work area for the purpose of expressing milk in private. The room or location may include the place where the employee normally works, so long as that location is private.

## **2:9 Evaluation and Performance Policies**

Each and every employee at Lake Forest Academy contributes to the success or failure of the school. If one employee allows his/her performance to slip, all employees suffer. We expect everyone to perform to the highest level possible at all times.

Evaluations and performance reviews are used by the school both to ensure the highest levels of performance from all employees at LFA and as part of the process to help faculty and staff in their own professional development. Poor and/or inappropriate job performance can lead to discipline up to and including termination.

#### **2:9.1 Evaluation of Faculty**

Faculty performance evaluation has three purposes: to support faculty in their professional growth; to provide appropriate administrators with knowledge about faculty job performance needed to guide decision-making with regard to continuing or renewing appointments; and to strengthen effective communication between faculty and administrators.

Guiding the evaluation procedures are the following principles: that the basis of evaluation be clear, written job expectations; that the evaluation procedures be open, predictable, and of consistent, standard quality across the school; that evaluations be conducted according to principles of non-discrimination; that faculty be informed of evaluation results promptly, normally within 60 days after the final evaluation conference; that after a faculty member has received his/her first annual letter of appointment, evaluation and letter of appointment renewal will usually be viewed as separate processes and not be timed together; that unsatisfactory evaluations be followed by explicit written expectations for change and by support for improvement; and that failure to meet expectations for change will be cause for non-renewal— or, in appropriate circumstances, immediate termination—of appointment.

The Dean of Faculty serves in a coordinating role to establish a specific agenda and evaluative procedure for each individual, in cooperation with the department chair, Academic Dean, Dean of Students, Director of Human Resources, Director of Athletics, and the person being evaluated.

#### **2:9.2 Evaluation of Administrative Faculty**

The following outline specifies who is responsible for each evaluation:

- The Board of Trustees is responsible for the annual written evaluation of the Head of

School.

- The Head of School is responsible for evaluating members of the Deans Council.
- Individual Deans are responsible for evaluating the administrative faculty within their departments.
- Administrative faculty will receive an annual performance review from their department head or designee, based on a written job description.

Unsatisfactory evaluations will be followed by explicit written expectations for change and by support for improvement. Failure to meet expectations for change will be cause for the non-renewal of the letter of appointment or, in extreme cases, immediate termination.

### **2:9.3 Staff Performance Reviews**

Deans are responsible for the annual evaluation of staff within their departments with the assistance of the Director of Human Resources. These evaluations are important components of retention and salary, and through these reviews, staff members learn what is expected of them.

We require all employees to participate in the review process during the spring semester. To learn more about our performance review system, contact your Dean.

## **2.10 Mentoring Program**

Faculty and staff members, both new and returning, receive support and guidance from a number of sources at Lake Forest Academy, including the Head of School, members of the Deans Council, department chairs, dorm heads, and colleagues. This assistance may be formal or informal. It may be initiated by a member of the faculty or staff seeking assistance or someone in a supervisory role; it may be part of a regular process of professional development and training.

In addition, Lake Forest Academy provides an extra layer of support for faculty as they experience their first year at Lake Forest Academy and, perhaps, their first year in teaching. It is the goal of the Mentoring Program to provide additional support with a designated mentor.

Each new employee will be paired with a colleague who has accepted an invitation to serve as a mentor. The mentor has agreed to provide support, guidance, and encouragement to a new employee throughout his/her first year at Lake Forest Academy.

The mentor has committed to establishing one period each cycle when he/she will sit down with the new employee to talk. This scheduled meeting is intended to bring to light questions or concerns before they become problems. It may also allow the mentor to impart information at a critical time—to discuss grades and comments the week before they are due or to review the requirements for an upcoming event such as Homecoming/Reunion. It is important that this meeting be a conversation rather than an exchange in the hallway that consists of the mentor asking, “Is everything okay?” It is also crucial that the mentor understand that concerns brought up by the new faculty or staff person should be considered confidential.

Mentors for new employees will also be alert to other ways to assist them. The mentors might help the new faculty or staff members prepare their classrooms before the start of school. They might help them with questions concerning the seven-day cycle or the calendar. They might bring them a doughnut and cup of coffee when they know they have had a tough week. They might offer to observe a class or a practice. The nature of the support and of the mentor- mentee relationship will vary, but each mentor’s goal will be to provide whatever assistance seems appropriate in a way that

is not obtrusive.

It is hoped that new employees will feel comfortable about seeking assistance from any number of people at LFA, and that a level of trust will develop that will enable them to reveal the difficulties they encounter even to people who may ultimately be asked to evaluate their work at LFA. It is important to note, though, that mentors will not be called upon to evaluate new employees. If serious concerns arise, mentors will notify the Dean of Faculty who will provide support but—unless students are in danger—will not pass the concern on to any other school official. New employees should feel complete safety in revealing difficulties and frustrations to their mentors.

The Dean of Faculty will provide guidance to mentors about issues they may wish to address with new faculty. The Dean of Faculty will also meet with groups of new faculty or staff once every two cycles or so to talk about their progress, address common difficulties, and provide information concerning upcoming activities and challenges. Finally, the Dean of Faculty is the person for new faculty or staff and/or mentors to consult if problems arise in the mentoring relationship.

It is hoped that new employees will embrace this program as a useful source of support, guidance, and encouragement. They should approach the mentor and the Dean of Faculty as valuable resources even as they receive additional support and encouragement from other employees.

## **2:11 Workplace Behavior**

In addition to the performance evaluation of faculty and staff, LFA employees are also required to conform to a high standard of personal and professional conduct. Failure to maintain personal and professional integrity may subject the employee to discipline, up to and including termination of employment.

### **2:11.1 Professional Demeanor**

First and foremost, LFA employees act as examples and role models for our students, most of whom are minor children. People who work together have an impact on each other's performance, productivity, and personal satisfaction in their jobs. In addition, the way our employees act toward students and parents and business associates of the Academy will influence whether those relationships will be successful.

Because your conduct affects many more people than just yourself, we expect you to act in a professional manner whenever you are on Academy property, conducting Academy business, or representing the Academy at business or social functions. Although it is impossible to give an exhaustive list of everything that professional conduct means, it does, at a minimum, include:

- following all of the rules in this Handbook that apply to you
- refraining from rude, offensive, or outrageous behavior or language
- refraining from ridicule and hostile jokes
- treating co-workers, students, and parents with patience, respect, and consideration
- being courteous and helpful to others
- communicating openly with supervisors, managers, and co-workers.

Individuals who act unprofessionally will face discipline, up to and including termination.

### **2:11.2 Punctuality and Attendance**

Every employee is important to the effective operation of this school. When you are not here at

expected times or on expected days, someone else must do your job or delay doing his/her own job while he/she waits for you to arrive. If you work with students or parents, they may grow frustrated if they can't reach you during your scheduled work times.

As a result, we expect you to keep regular attendance and to be on time and ready to work at the beginning of each scheduled workday (In Section 2:8 of this Handbook, you can find a description of the Academy's work hours, time-keeping, and scheduling policies).

### **2:11.3 Employee Appearance and Dress (updated)**

We ask all employees to use common sense when they dress for work. Please dress professionally and appropriately for your position and job duties, and please make sure you are neat and clean at all times.

The Academy recognizes that not everyone expresses their gender in line with their biological sex and thus supports anyone's expression of gender within the spirit of the dress code.

The following dress code is currently required of students and should be considered appropriate for all employees, unless otherwise indicated by the Head of School or Dean of Students. The LFA dress code is essentially business casual, which LFA defines as a combination of the following: slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie, a dress or skirt, a tailored blazer, sweater, pullovers, LFA sweatshirt, and comfortable shoes (typically dress shoes, dress sandals, sneakers in good condition, etc.). Please note that clothing dictated by religion or ethnicity is encouraged and allowed.

Occasional "Jeans Days" are announced by the Dean of Students Office. On those days, jeans, modest shorts, or other casual clothing may be worn except for sweatpants.

It is essential that employees dress professionally and appropriately at all times of the year, and the dress code remains in effect for employees who work during school breaks and vacation periods. However, during the summer months, when school is not in session, the dress code is more relaxed for employees (as per an annual summer memo from the Head of School).

If you have any questions about the proper attire for your position, please contact your Dean, department chair, and/or the Director of Human Resources.

### **2:11.4 Threatening, Abusive or Vulgar Language**

We expect our employees to treat everyone they meet through their jobs with courtesy and respect. Threatening, abusive, and vulgar language has no place in our workplace. It destroys morale and relationships, and it impedes the effective and efficient operation of our school. As a result, we will not tolerate threatening, abusive, or vulgar language from employees while they are on campus, conducting Academy business, or attending Academy-related business or social functions.

Employees who violate this policy will face disciplinary action, up to and including termination.

### **2:11.5 Harassment**

See Section 2:20, "Harassment-Free Workplace Policy."

### **2:11.6 Sleeping on the Job**

When our employees arrive at work, we expect them to be physically prepared to work through their day. Employees who sleep on the job lessen their own and, potentially, others' productivity.

As a result, we do not allow any employees to sleep while at work. Employees who feel sick or unable to finish the day because of weariness should talk to the school nurse or their Dean, department chair, and/or the Director of Human Resources about using sick leave to take the rest of

the day off.

### **2:11.7 Insubordination**

This workplace operates on a system of mutual respect between supervisors and employees. Supervisors must treat their employees with dignity and understanding, and employees must show due regard for their supervisors' authority.

Insubordination occurs when employees unreasonably refuse to obey the orders or follow the instructions of their supervisors. It also occurs when employees, through their actions or words, show disrespect toward their supervisors.

Insubordinate employees will face discipline, up to and including termination.

### **2:11.8 Progressive Discipline**

Any employee conduct that, in the opinion of the Academy, interferes with or adversely affects our school is sufficient grounds for disciplinary action.

Disciplinary action can range from oral warnings to immediate termination. Our general policy is to take disciplinary steps in the following order:

- oral warning
- written reprimand
- suspension
- termination

However, we reserve the right to alter the order described above, to skip disciplinary steps, to eliminate disciplinary steps, or to create new and/or additional disciplinary steps to deal with specific incidents.

## **2:12 Health and Safety**

### **2:12.1 Safety Policy**

Lake Forest Academy takes employee safety very seriously. In order to provide a safe workplace for everyone, every employee must follow our safety rules:

- Lake Forest Academy keeps emergency supplies on hand. First aid kits, defibrillators, fire extinguishers, and eye wash stations are located in various places throughout the campus. Know where these items are in your work areas.
- When school is in session, the school nurse will be in the infirmary.
- Training in Blood-borne Pathogens is conducted annually by the Academy. Know where the clean-up kits are kept in your building and know how to respond to an injury.
- Use all Academy equipment for its intended purpose, following the manufacturer's instructions.
- All employees must report immediately to the Facilities Department any workplace condition that they believe to be unsafe. Facilities will look into the matter promptly.
- All employees must report immediately to their Dean, department chair, and the Director of Human Resources any workplace accident or injury.



### **2:12.2 Workplace Security**

It is every employee's responsibility to help keep our workplace secure from unauthorized intruders or use of facilities by unauthorized people. Campus Safety personnel patrol the campus 24 hours a day, seven days a week. The Campus Safety cell phone number is (847) 997-3685. Employees may also report an incident directly through the Crisis Go app.

- If you see any unknown people on campus, ask if you can help them. This will determine where or with whom they should be or if they should be on campus at all.
- Close the windows and lock your classroom or office when you leave for the day.
- Keep track of the keys that have been issued to you. Do not copy these keys; do not share them with students.
- All employees are asked to display prominently their school identification badges while at work. These badges also function as your key to access the academic buildings, the athletic facilities, and the dormitories.

### **2:12.3 What to Do in an Emergency**

In case of an emergency such as a fire, explosion, or accident, your first priority should be your own safety. You cannot help your students or co-workers if you place yourself in jeopardy. Please refer to the Crisis Response Plan in the Appendix section of this Handbook for detailed responses; summary information is listed below:

- Tornado response instructions and general building evacuation instructions are provided by the Dean of Students or Human Resources Office and should be posted in each office and classroom. Know where they are located.
- If you hear a fire alarm or in case of an emergency that requires evacuation, please proceed quickly and calmly to the fire exits. LFA will hold periodic fire drills to familiarize everyone with the routes they should take. Remember that every second may count so don't return to the workplace to retrieve personal belongings or work-related items.
- In the event of an emergency causing serious injuries, **DIAL 911 IMMEDIATELY** to alert police and rescue workers of the situation.

### **2:12.4 No Smoking**

For the health, comfort, and safety of our employees and students, smoking, including marijuana and e- cigarettes of all forms, is not allowed anywhere on Academy property whether indoors or outdoors.

### **2:12.5 Violence Is Prohibited**

We will not tolerate violence in the workplace. Violence includes, but is not limited to, physical altercations, coercion, pushing or shoving, horseplay, intimidation, stalking, and threats of violence. Any comments about violence will be taken seriously—and may result in your termination. Please do not joke or make offhand remarks about violence.

No weapons are allowed in our workplace, including on-campus residences. Weapons include, but are not limited to, firearms, knives, brass knuckles, martial arts equipment, clubs, and explosives. If your work requires you to use an item that might qualify as a weapon, you must receive authorization from your supervisor to bring that item to work and to use it in the workplace.

Any employee found with an unauthorized weapon in the workplace will be subject to discipline, up to and including termination.

Individuals who possess a valid concealed carry license shall be permitted to carry a concealed

firearm on or about himself or herself within a personal vehicle onto Academy's parking lot and may store the firearm and/or ammunition concealed in a case (including a glove compartment) within a locked vehicle or locked container out of plain view within the vehicle. To the extent an applicable State or local law forbids employers from regulating possession of a weapon in certain locations, this policy will not apply.

If you observe an incident or threat of violence that is immediate and serious, **DIAL 9-911 IMMEDIATELY** and report it to the police. If the incident or threat does not appear to require immediate police intervention, please contact the Director of Human Resources and report it as soon as possible, using the Academy's complaint procedure. All complaints will be investigated and appropriate action will be taken. You will not face retaliation for making a complaint.

#### **2:12.6 Children and the Workplace**

Faculty and staff are not permitted to have young children with them in their place of work during the day except with the expressed permission of the Dean of Faculty or the Director of Human Resources. Not only is it inappropriate, but this is also a safety issue for the Academy, since employees' places of work are not necessarily designed to be safe for young children.

#### **2:12.7 Pets and the Workplace**

Out of respect for people with fears of or allergies to animals, pets must be restricted to faculty residences and outdoor areas. This restriction does not apply to service animals such as seeing-eye dogs. (See also Section 5:2.8 "Animal Control.")

## **2:13 Employee Privacy**

Employees do not have a right to privacy in their workspaces or in any other property belonging to Lake Forest Academy. The Academy reserves the right to search Academy property at any time, without warning, to ensure compliance with our policies on employee safety, workplace violence, harassment, theft, drug and alcohol use, and the possession of prohibited items. Academy property includes, but is not limited to, classrooms, offices, lockers, desks, file cabinets, storage areas, and other workspaces. Copies of keys to all classrooms and offices are kept by the Facilities Department and Campus Safety.

## **2:14 Computer and Technology Use Policy**

#### **2:14.1 General Policy**

Lake Forest Academy provides local area network (LAN) and Internet access to faculty, staff, and students. The purpose of this access to electronic information sources is to facilitate communication in support of research and education. Access is a privilege, not a right, and entails responsibility. All terms and conditions are applicable to all users of the network.

LFA will not be liable for users' inappropriate use of its electronic communication resource or violations of copyright restrictions, users' mistakes or negligence or costs incurred by users. LFA will not be responsible for ensuring the accuracy or usability of any information found on the Internet. Any user of Lake Forest Academy's network systems agrees to indemnify and save and hold harmless LFA from any liability arising from any such uses by the user.

Users are responsible for all activities by themselves or others that originate from their username. The network is a shared resource. Academic use of the network is top priority. Other uses, such as entertainment, can only be pursued on a "resource available" basis. Privately owned machines,



while attached to the network, are subject to the same policies as school-owned computer systems and are subject to registration as described below.

Use of and access to the Academy's electronic information systems is limited for business purposes only, and such use is subject to the restrictions, limitations, and provisions of the LFA policy. To protect the integrity of the information technology resources, the rights of all users are the property of LFA. The network is engineered and monitored based on the needs of the Academy. Any use of the network by residential families is subject to the limitations of supporting student, staff, and faculty needs. The LFA Information Technology (IT) Department reserves the right to examine material stored on or transmitted through its facilities.

To ensure reasonable, efficient, and safe use, Lake Forest Academy periodically monitors the installed systems and the accounts used by members of the Lake Forest Academy community. Students, parents, faculty, and staff must be aware that information assets (computers and the information that users might store on them) belong to the Academy, and the Academy has the right to gain access, for security and academic reasons, to any of those assets at any time. Users should not expect privacy with respect to any information contained therein.

#### **2:14.2 *Personally-owned Machines***

You are welcome to use your own laptop or other device, but please remember that all network policies (see below) apply.

#### **2:14.3 *Violation of School Policy***

Violation of the Academy's Technology Use policy includes, but is not limited to, the following:

##### **Hardware**

- Attaching a hub, switch or any other multi-node device to the network without permission from the IT Department and/or without a reason to do so

##### **Hardware & Software**

- Installing, removing, exchanging or otherwise tampering with any hardware or software component
- Installing, copying or knowingly infecting a computer system with a virus program

##### **File Access**

- Attempting to gain access to unauthorized files
- Deleting, renaming, moving, copying or changing any file or its properties other than your own personal files
- Accessing another individual's materials, information or files without permission

##### **Passwords**

- Using another individual's password
- Allowing another individual to use your computer account and/or password
- Revealing your account password

##### **Internet and LAN**

- Accessing, uploading, downloading or distributing material deemed inappropriate by the school, including material that is abusive, obscene, profane, sexually explicit, racially

offensive or illegal.

- Attempting to conceal or misrepresent your or another's identity through the use of your network connections
- Users may not engage in any activity that is detrimental to the network infrastructure.
- Peer to Peer file transfers over the internet (ex. torrents)
- Virtual Private Networks or any other application or device that masks personal information sent over the network

### **E-Mail**

- Posting anonymous messages, other than the use of SurveyMonkey or other tools designed to be anonymous
- Transmitting inappropriate or threatening language
- Participating in any e-mail bombs or bulk mailings
- Attempting to send e-mail under an assumed name

### **Harassment**

- Sending or transmitting any message or file containing vulgar, offensive, intimidating, insulting, threatening or otherwise inappropriate language, material or graphics
- Harassing or interfering with another user's work. This includes, but is not limited to, the sending of unwanted e-mail
- Transmitting inappropriate or threatening language

### **Laws & Other**

- Violating copyright laws or otherwise using the intellectual property of another individual or organization without permission
- Employing the network for commercial purposes or private advertising
- Violating any local, state or federal statute
- Vandalizing, damaging or disabling the property of another individual or organization
- Downloading, possessing, or using any copyrighted content that you do not have digital rights to (ex. piracy)

Any user violating these provisions is subject to loss of network privileges and any other disciplinary actions deemed appropriate by LFA, up to and including suspension and/or dismissal.

## **2:15 Social Networking Policy**

Please be careful when you use the LFA name on digital media such as a web page, social networking site, and even in your email. As an employee of the school, we ask that you represent LFA with the highest of standards in your digital communications.

Unless specifically instructed, employees are not authorized to and therefore are restricted from speaking on behalf of Lake Forest Academy. Employees are expected to protect the privacy of Lake Forest Academy and its employees and students, and are prohibited from disclosing personal

employee and student information and any other proprietary and nonpublic information to which employees have access. Such information includes, but is not limited to, student information, financial information, and strategic business plans. Nothing in this Handbook is intended to prohibit employees from discussing their terms and conditions of employment.

In addition, employees are expected to maintain the standards of a traditional student-teacher (adult) relationship when conducting digital communications with students (e.g., email, chat, texting) and their families. Any written contact with a student or parent can be recorded and used as a matter of record. Specifically, LFA mandates that you do not engage in contact with currently enrolled students in any capacity through a social networking website (e.g., Facebook, Twitter, Snapchat, etc.) in which the student(s) may perceive your relationship to be more of a friend rather than that of a teacher/mentor/adult. Students are bound by the student handbook at all times, and faculty need to report any behavior that violates LFA's policies or expectations laid out in the student handbook to the Dean of Students Office. When using Social Media as a supplement to a course or activity, the expectation is that faculty will cease communication through a given platform at the completion of the class/activity term. If you have any questions relating to this policy, please contact the Director of Human Resources or Dean of Faculty.

Social media should never be used in a way that violates any other Lake Forest Academy policies or employee obligations. If your social media activity would violate any of Lake Forest Academy's policies in another forum, it will also violate them in an online forum. For example, employees are prohibited from using social media when it violates any of the following Lake Forest Academy policies:

- Harassment-Free Workplace Policy
- Threatening, Abusive or Vulgar Language Policy
- Confidentiality policies

Any employee violating this policy will be subject to discipline, up to and including termination.

## **2:16 Employee Records**

### **2:16.1 Your Personnel File**

Lake Forest Academy maintains a personnel file for each employee. The purpose of this file is to allow us to make decisions and take actions that are personally important to you, including notifying your family in case of an emergency, calculating income tax deductions and withholdings, and paying for appropriate insurance coverage. Your personnel file is physically kept by the Human Resources Office. If you have any questions about your personnel file, please contact that office.

The contents also include letters of employment, transcripts, and copies of certificates, credentials, and other material relating to the employee's teaching field and assignments or other job responsibilities. Copies of approved professional development applications are also kept in Human Resources as well as with the Dean of Faculty along with the required follow-up reports and evaluation materials. If there are any changes in an employee's credentials, it is the responsibility of the employee to notify the Human Resources Office.

### **2:16:2 Confidentiality of Personnel Files**

LFA's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of that information. Additionally, LFA will only collect personal information that is

required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by LFA includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information (which may include dependent personal information), and school/college or certification credentials. All pre-employment inquiry information and reference- checking records conducted on employees and former employee files are maintained in locked, segregated areas and are not used by the company in the course of its business operations.

Personal employee information will be considered confidential and as such will be shared only as required and only with those who need to have access to such information. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need for such access.

### **2:16.3     *Please Notify Us If Your Information Changes***

Because we use the information in your personnel file to take actions on your behalf, it is important that the information in that file be accurate and current. Please notify the Human Resources Office whenever any of the following changes:

- your name
- your mailing address
- your phone number
- your spouse
- your dependents
- the number of dependents you are designating for income tax withholding
- your marital status
- the name and phone number of the individual whom we should notify in case of an emergency
- restrictions on your driver's license

### **2:16.4     *Inspecting Your Records***

Employee files are maintained by Human Resources and are considered confidential. Deans and supervisors, other than the Director of Human Resources, may only have access to personnel file information on a need-to-know basis. A Dean considering the hire of a former employee or transfer of a current employee may be granted access to the file.

Personnel files are to be reviewed in the Human Resources Office. Personnel files may not be taken outside of the department.

Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to file information. This decision will be made at the discretion of the Director of Human Resources in response to the request, a legal subpoena, or court order.

Current and former employees (within 5 years of leaving LFA) may request access to their personnel files. Such access will be granted within 7 days of the request.

### **2:16.5     *Work Eligibility Records***

In compliance with federal law, all newly hired employees must present proof that they are legally eligible to work in the United States. We must keep records related to that proof, including a copy of the Form I-9 that each employee completes for us. Those forms are kept as confidential as

possible. We do not keep them in your personnel file.

### **2:16.6 Medical Records**

We understand the particularly sensitive nature of an employee's medical records, so we do not place those records in the employee's personnel file. We keep those records in a separate and secure place.

## **2:17 Drugs and Alcohol**

### **2:17.1 Policy Against Illegal Drug and Alcohol Use**

Lake Forest Academy is committed to providing a safe, comfortable, and productive work environment for its employees. We recognize that employees who abuse drugs or alcohol at work or who appear at work under the influence of alcohol, marijuana (including medically prescribed), or illegal drugs harm both themselves and the work environment.

As a result, we prohibit employees from doing the following (effective January 1, 2020 for marijuana use):

- appearing at work under the influence of alcohol, marijuana, or illegal drugs.
- conducting Academy business while under the influence of alcohol, marijuana, or illegal drugs. This policy is in effect whether or not the employee is actually on the Academy premises at the time.
- using alcohol while on the Academy premises except at school-sponsored social or business situations or at private social gatherings in faculty homes on campus.
- using marijuana (unless medically prescribed) while on the Academy premises except at private social gatherings in faculty homes on campus.
- using illegal drugs while on the Academy premises. Illegal drug use includes more than just outlawed drugs such as cocaine or heroin. It also includes the misuse of otherwise legal prescriptions, controlled substances, and over-the-counter drugs.
- possessing, buying, selling, or distributing illegal drugs on the Academy premises.
- possessing, buying, selling, or distributing illegal drugs while conducting Academy business whether on or off campus. Please note that, whether or not the employee is actually on the Academy premises at the time, an employee's conviction involving illegal substances will result in discipline, up to and including termination.
- buying, selling, or distributing alcohol while on the Academy premises.
- buying, selling, or distributing marijuana while on the Academy premises.

Under no circumstances is it ever appropriate for an employee to provide alcohol, marijuana, or illegal drugs to students whether or not they are on the Academy premises at the time.

This policy covers times when employees are on call but not working and times when employees are driving Academy vehicles or using Academy equipment. Employees who violate this policy may face disciplinary action, up to and including termination.

We do not prohibit employees from consuming alcohol at social or business functions sponsored by LFA where alcohol is served. Even at these functions, however, employees may not consume substances to the point where they endanger their own safety or the safety of others. In addition, employees on call, responsible for dorm duty, or responsible for any aspect of student safety may

not consume any alcohol or marijuana at, or before, these functions if they will be returning to work that same day. Employees under the influence of drugs or alcohol should not interact with students.

Please note that, although not necessarily illegal to possess, appearing at work in the possession of alcohol, tobacco products, marijuana (unless medically prescribed), illegal drugs, and any paraphernalia associated with these things will lead to discipline, up to and including termination.

### **2:17.2     *Inspections to Enforce Drug and Alcohol Policy***

The Academy reserves the right to inspect employees, their possessions, and their workspaces to enforce our policy against illegal drug, marijuana and alcohol use.

### **2:17.3     *Leave to Participate in Rehabilitation Program***

We believe that employees who have a substance-abuse problem can help themselves by enrolling in a rehabilitation program. Not only will overcoming their problem help these employees in their personal lives, it will help them to be more effective and productive workers.

Such leave requests will be subject to the provisions and conditions of any applicable state or federal legislation, provided that in most cases the duration of the leave will not exceed the maximum of twelve weeks.

Employees will be required to use available paid time off while on rehabilitation leave. At the end of the rehabilitation leave, we will require proof from the program that the employee has successfully completed the program.

To learn more about this type of leave, including whether you qualify for it, the circumstances under which we will grant it, and the requirements that you must meet, contact the Director of Human Resources. We will keep all conversations regarding employee substance-abuse problems as confidential as possible.

Please note that even though you might be seeking assistance for your substance abuse problem, we still expect you to meet the same standards of performance, productivity, and conduct that we expect of all employees. We reserve the right to discipline you, up to and including termination, for failing to meet those standards.

## **2:18 Confidentiality and Conflicts of Interest**

### **2:18.1     *Confidentiality of Donors***

Lake Forest Academy, as a private school, depends in great part on its donors. Any contributor to the Academy must not be disclosed unless his/her identity has been previously disclosed in a publication that is approved by the Head of School.

### **2:18.2     *Student Records***

Any request for review of specific student records must be made in writing to the Head of School.

The Academic Records office is required to flag any request for records of a person appearing on the missing persons list provided by the Illinois State Police, whether current or former students.

### **2:18.3     *Confidentiality Procedures***

Because of the grave importance of keeping certain information confidential, the Academy follows practices designed to alert employees to sensitive and confidential information, to limit access to that information, and to inform employees about what disclosures are and are not acceptable. We expect employees to follow these procedures. Employees who fail to do so face discipline, up to and including termination.

During your employment here, you will periodically learn sensitive information, either because you help to develop that information or because you need that information to do your job. It is important for the health of the LFA community that you keep confidential the information you learn through your employment. Employees who improperly disclose sensitive information, confidential information, proprietary information or trade secret information to anyone outside the Academy will face disciplinary action, up to and including termination. After you leave the Academy, you are still legally prohibited from disclosing sensitive or confidential information. If you disclose such information, we will seek legal remedies.

#### **2:18.4 Conflicts of Interest**

LFA's success depends on the hard work, dedication, and integrity of everyone who works here. In turn, our employees' livelihood depends on the success of the Academy.

Because we depend so much on our employees and because they depend so much on us, we expect all employees to devote their energies and loyalties to the Academy. We do not allow employees to engage in any activities or relationships that create either an actual conflict of interest or the potential for a conflict of interest. LFA employees must avoid placing themselves in positions in which there may be a conflict of interest or the appearance of conflict between their personal interests and their roles at the Academy. Conflicts of interest may occur when the individual's interest is at odds with the Academy's or when the individual is in a position to influence a business decision for LFA that benefits or appear to benefit the individual, his or her family member, or an entity in which either has an interest.

Although we cannot list every activity or relationship that would create either an actual or potential conflict of interest, examples of activities that violate this policy include, but are not limited to, the following:

- working for a competitor, parent, customer, or vendor as a part-time employee, full-time employee, consultant, independent contractor, or in any other capacity
- using the resources or property of the Academy for personal or commercial gain
- using your position with the Academy for personal gain

If there are any questions concerning this policy, faculty and staff are encouraged to speak to the Dean of Faculty, the Director of Business & Human Resources, and/or the Chief Financial Officer. The policy is intended to foster the highest standards of integrity and honesty for those working for the Academy. LFA believes this policy protects its employees as well as the institution by clarifying relationships and expectations. Employees who violate this policy face disciplinary action, up to and including termination.

## **2:19 Mandated Reporting**

#### **2:19.1 Mandated Reporting Policy**

Illinois law requires certain individuals ("mandated reporters") to report immediately suspected child abuse or neglect to the Illinois Department of Child and Family Services (IDCFS) Child Abuse Hotline at 1-800-25- ABUSE.

Under the law, **all school personnel** are mandated reporters and must immediately report any instance where there is reasonable cause to believe that a child known to them in their official capacity may be abused or neglected.



A willful failure by a mandated reporter to report promptly suspected instances of child abuse or neglect can potentially be treated as a Class A misdemeanor for the first offense. Moreover, reporting suspicions to a colleague, mentor, chair, dean, director, etc. – but not IDCFS – does not satisfy the legal duty to report. The only means of fulfilling one’s legal obligation and avoiding legal penalty is to report the suspected child abuse or neglect to IDCFS.

### **2:19.2 Reporting Procedures**

Every employee who has reasonable cause to believe a child known to him/her in his/her official capacity has been abused or neglected must immediately call the IDCFS Hotline at 1-800-25-ABUSE. This hotline is staffed 24 hours a day, 365 days a year. Thereafter, the employee who makes such a report must promptly notify the Dean of Students and Academic Affairs and/or a school counselor that a report has been made, as well as the underlying circumstances that compelled the report. The employee may choose to have the Dean of Students and Academic Affairs or a counselor present at the time of the call to the IDCFS hotline, but the employee is ultimately responsible.

If a child is in imminent danger, the employee should seek immediate protection for the child by calling the Lake Forest Police Department at 911. After making this emergency call, the employee must immediately call the IDCFS Hotline.

### **2:19.3 Definitions\***

\* Definitions are from the Illinois Abused and Neglected Child Reporting Act, 325 ILCS 5/1.

“Child” means any person under the age of 18 years, unless legally emancipated by reason of marriage or entry into a branch of the United States armed services.

“Abused child” includes but is not limited to a child whose parent or immediate family member, or any person responsible for the child’s welfare, or any individual residing in the same home as the child, or a paramour of the child’s parent:

- a. inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- b. creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- c. commits or allows to be committed any sex offense against such child, as sex offense is defined in the Illinois Criminal Code and Wrongs to Children Act, and extending those definitions of sex offenses to include children under 18 years of age;
- d. commits or allows to be committed an act or acts of torture upon such child;
- e. inflicts excessive corporal punishment.

“Neglected child” includes but is not limited to any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise is not receiving the proper or necessary support or medical or other remedial care recognized under State law as necessary for a child’s well-being, or other care necessary for his or her well- being, including adequate food, clothing and shelter; or who is abandoned by his or her parents or other person responsible for the child’s welfare without a proper plan of care.

### **2:19.4 Mandated Reporter Acknowledgement**

Effective January 1, 2014, and as a condition of appointment, all new employees must execute the



IDCFS-issued “Acknowledgment of Mandated Reporter Status” form, which will be maintained by LFA as a personnel record.

### **2:19.5 Consequences of Failing to Report**

An LFA employee who knowingly fails to report a case of suspected child abuse or neglect to IDCFS if they have reasonable cause to believe that a child known to them in their official capacity may be abused or neglected may be disciplined, up to and including termination of appointment.

### **2:19.6 Immunity**

Illinois law protects the identity of all mandated reporters and gives them immunity from liability as a result of good faith reports. However, any mandated reporter who fails to report an instance of child abuse or neglect commits a crime and may be prosecuted. More importantly, failing to report child abuse or neglect means that a child may continue to be abused or neglected.

### **2:19.7 Resource Materials**

All LFA employees are strongly encouraged to review educational materials provided by IDCFS regarding mandated reporter obligations:

<http://www.state.il.us/dcf/child/index.shtml#reporters>,

including the on-line training module “Recognizing and Reporting Child Abuse: Training for Mandated Reporters”:

<https://mr.dcfstraining.org/UserAuth/Login!loginPage.action>.

Additional on-line resources include the IDCFS web page for mandated reporters:

[http://www.state.il.us/dcf/FAQ/faq\\_faq\\_can.shtml](http://www.state.il.us/dcf/FAQ/faq_faq_can.shtml);

the IDCFS Manual for Mandated Reporters:

<http://www.state.il.us/DCFS/docs/CFS%201050-21%20Mandated%20Reporter%20Manual.pdf>;

and the Abused and Neglected Child Reporting Act:

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1460>

### **2:19.8 Frequently Asked Questions on Reporting Child Abuse and Neglect**

What follows are answers to frequently asked questions that are designed to help LFA employees understand the nature of their obligations to report child abuse and neglect.

#### **What is ANCRA?**

ANCRA is the Illinois Abused and Neglected Child Reporting Act, the Illinois child welfare law that requires certain individuals called “mandated reporters” to report suspected child abuse or neglect to the Illinois Department of Children and Family Services (IDCFS).

#### **What is a “mandated reporter”?**

Under ANCRA, “mandated reporters” are persons who are legally required to report immediately the suspected abuse or neglect of a child known to them in their official capacity to the IDCFS Child Abuse Hotline at 1-800-25-ABUSE. The hotline is staffed 24 hours a day, 365 days a year.

#### **Who at LFA is a mandated reporter?**

Based on a recent change in the law, *all* school personnel are mandated reporters, including but not limited to teachers, coaches, administrators, and office staff.

#### **What does it mean to “suspect child abuse or neglect”?**

The threshold for reporting is when a mandated reporter has reasonable cause to believe that abuse or neglect is occurring to a child known to him/her in his/her official capacity.

#### **What is “reasonable cause” within the meaning of ANCRA?**

ANCRA does not define the term, and although there is no precise, universally accepted definition, reasonable cause under ANCRA generally exists when the known facts and the

rational inferences that may be drawn from those facts would cause a reasonable person to conclude that a child is being abused or neglected.

### **What are some examples of abuse and neglect?**

Although you should always use your best judgment to assess whether a child you know in your official capacity has been abused or neglected, normally you would call the IDCFS Child Abuse Hotline under circumstances such as: (a) you see marks on a child's body that do not appear to have been caused by accident; (b) you see someone hitting a child with an object; (c) a child tells you that he or she has been harmed or sexually abused by someone; (d) a child appears to be undernourished, is dressed inappropriately for the weather, or is young and has been left alone.

### **What does it mean to know a child in my "official capacity"?**

Although ANCRA does not define "official capacity," generally the term means the things you do in the course of carrying out the duties of your role at LFA. Thus, to know a child in your official capacity means that you have become aware of or have gotten to know a child in the course of doing your job.

### **What if I see or suspect child abuse off campus – for example, while taking a walk in the park, I see a man strike a child repeatedly with his fists?**

It depends on the circumstances. As a mandated reporter, you are required only to report acts of suspected abuse or neglect that you learn about in your official capacity as an employee, including but not limited to abuse or neglect you witness at a school event or on LFA property. If the child you witnessed being abused off campus is not somebody you know through conducting your duties as an employee, then you do not have a duty to report to IDCFS, although you are not prohibited from doing so. On the other hand, if you know the child, you would have a duty to report immediately to IDCFS.

### **What should I do if I have reasonable cause to believe that a child I know in my official capacity is being abused or neglected?**

You must immediately call the IDCFS Child Abuse Hotline at 1-800-25-ABUSE. Hotline staff are social workers with special training in determining what constitutes child abuse and neglect under ANCRA.

### **What happens when I call the Hotline?**

When you call, a hotline social worker will listen to what you wish to report. You should be prepared to tell the Hotline worker all germane facts related to the situation, including the child's name, address, and age; the nature of the suspected abuse or neglect, including when and where it occurred; the names of suspected perpetrators and their relationship to the child (parent, teacher, etc.); and any other information you think may help. The hotline worker will ask questions to help gather enough information to determine whether to make a formal report. If there is not enough information to make a report, the worker will tell you so and answer any questions you may have. If a formal report is taken, a child protection investigator will begin the investigation within 24 hours, but much sooner if the child is considered at immediate risk of harm.

### **How am I protected if I report abuse or neglect?**

People who report alleged child abuse or neglect in good faith cannot be held liable for damages under criminal or civil law. In addition, their names are not given to the person they name as the abuser or to anyone else unless ordered by a hearing officer or judge. Although as a mandated reporter you may make a report without giving your name, doing so is disadvantageous because the investigator will not be able to contact you to verify information or gather additional information; you will not be notified of the results of the investigation; and if

something happens to the child, you will have no legal proof that you fulfilled your role as a mandated reporter.

**Should I also call the police?**

If a child appears to be in imminent danger, you should seek immediate protection for the child by calling the Lake Forest Police Department at 911 or the local police department if you are not in Lake Forest.

**Do I satisfy my reporting duty if I tell my dean or department chair or call the police?** No. Reporting suspected abuse or neglect to a colleague, chair, dean or even the police department – but not IDCFS – does not satisfy the legal duty to report. The only means of fulfilling one’s legal obligation and avoiding legal penalty is to report the suspected child abuse or neglect to IDCFS.

**What are the consequences if I fail to make a report to IDCFS even though I have a reasonable basis to believe that a child I know in my official capacity is being abused or neglected?**

Under the law, a mandated reporter's failure to report suspected instances of child abuse or neglect to IDCFS constitutes a Class A misdemeanor punishable by a term of imprisonment for up to one year, or by a fine not to exceed \$1,000, or both, and a second or subsequent violation is a Class 4 felony. Finally, if you knowingly fail to report a case of suspected child abuse or neglect to IDCFS when you have a reasonable basis for doing so, you may be disciplined, up to and including termination of appointment.

**Do I have additional obligations as a mandated reporter?**

Yes, under ANCRA, all mandated reporters must complete, sign, and date an IDCFS-issued document called “acknowledgment of mandated reporter status” at their time of hire. By signing the document, the individual acknowledges his/her status as a mandated reporter and affirms that he/she understands the applicable reporting requirements. Also, as a matter of policy, once you make a report to IDCFS, you must promptly notify the Dean of Students and Academic Affairs and/or a school counselor that you have made a report, as well as the circumstances that compelled the report. You may choose to have the Dean of Students and Academic Affairs or a counselor present at the time of the call to the IDCFS hotline, but you are ultimately responsible.

**What if I refuse to sign the “acknowledgment of mandated reporter status” form?**

Your execution of the form is a condition of employment. If you refuse to sign the form, your appointment will not become effective.

**What else should I know about ANCRA?**

LFA strongly encourages you to take IDCFS’s online training course to help you understand more about your role in recognizing and reporting child abuse. You can print a Certificate of Completion upon successful completion of the training. The training can be accessed at: <https://mr.dcfstraining.org/UserAuth/Login!loginPage.action>.

Additional online resources include the IDCFS web page for mandated reporters: [http://www.state.il.us/dcf/FAQ/faq\\_faq\\_can.shtml](http://www.state.il.us/dcf/FAQ/faq_faq_can.shtml)

For the IDCFS Manual for Mandated Reporters, view: <http://www.state.il.us/DCFS/docs/CFS%201050-21%20Mandated%20Reporter%20Manual.pdf> and the Abused and Neglected Child Reporting Act: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1460&ChapterID=32>

### **Whom may I contact if I have questions about my status as a mandated reporter?**

You should feel free to contact the Director of Human Resources or the Director of Health Services.

## **2:20 Harassment-Free Workplace Policy**

It is the long-standing policy as well as the tradition of Lake Forest Academy to provide our employees with a workplace free from unlawful harassment on the basis of race, color, national origin, religion, sex, pregnancy, sexual orientation, age, disability, military status, or any other legally protected status. Such harassment will not be tolerated, whether it is against an employee, or any other covered person, including unpaid interns, independent contractors, consultants, or individuals who perform services based on a contract.

It is the obligation of every member of the community to be aware of his/her rights and responsibilities about appropriate behavior. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, or business-related social events. These policies apply to all employees and applicants for employment, whether participation in such conduct is by the employee, fellow employees, or someone not directly connected to the Academy (e.g., an outside vendor or consultant).

### **2:20.1 Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. No supervisor or other employee shall

- 1) indicate in any manner, either explicitly or implicitly, that an employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment or any term or condition of employment;
- 2) promise, imply, or grant any preferential treatment in return for an employee or applicant engaging in sexual conduct; or
- 3) (conduct himself/herself in a manner that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. These behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or his/her relatives, friends, or associates because of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law, and that:

- 1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment;

- 2) has the purpose or effect of unreasonably interfering with an individual's work performance;
- 3) otherwise adversely affects an individual's employment opportunities.

### **2:20.2 Reporting Harassment**

Any employee who believes that he/she is being subjected to harassment is encouraged to advise the offender promptly that his/her behavior is unwelcome and request that it be discontinued. If an individual does not wish to address the offender directly or if such action does not successfully end the offensive conduct, the individual should bring the matter to the immediate attention of the offender's direct supervisor or to the Director of Human Resources:

Kristin Paisley, Director of Human Resources & Risk Management  
Location: JC Cowart Student Center  
Ext. 209  
Cell Phone: (847) 224-9284  
[kpaisley@lfanet.org](mailto:kpaisley@lfanet.org)

LFA employees may also report concerns through the [LFA Anonymous Tipline](#) via the Crisis Go mobile app as well as the LFA employee web portal.

The Academy encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment or discrimination will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The complaint will be treated in a confidential manner to the extent feasible.

### **2:20.3 Disciplinary Procedures/No Retaliation**

No employee will be subject to retaliation for bringing a complaint of harassment in good faith. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. On the other hand, false and malicious complaints of harassment, discrimination, or retaliation as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Complaints will be investigated quickly. Those who are found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination.

All Deans and department chairs are required to report immediately any incidents of harassment to the Director of Human Resources.

If there are any questions concerning this policy, faculty and staff are encouraged to speak to the Dean of Faculty, the Director of Human Resources, and/or the Head of School.

## **2:21 Complaint Resolution Procedures**

If there is something about your job that bothers you or if you have a question, concern, idea, or

problem related to your work, please discuss it or share it in writing with your immediate supervisor as soon as possible. If, for any reason, you do not feel comfortable bringing the matter to your supervisor or you need further assistance, please raise the issue with the Director of Human Resources. We want to maintain a positive and pleasant environment for all of our employees. To help us meet this goal, Lake Forest Academy has an open-door policy by which employees are encouraged to report work-related concerns.

The Academy encourages employees to come forward with any concerns or complaints immediately so appropriate action may be taken to address those concerns or complaints. Also, any employee who receives a complaint about, hears of, or witnesses any inappropriate conduct, including but not limited to unlawful harassment, should immediately notify the Director of Human Resources. LFA employees may also report concerns to the LFA Anonymous Tipline through the Crisis Go mobile app or [web link](#).

Complaints will be investigated promptly, and the outcome will be communicated to the employee as soon as practicable. The objective is to resolve the matter fully at the appropriate decision-making level, which may include the Director of Human Resources and/or the Dean, the Head of School, or his/her designee. All complaints will be handled as confidentially as possible.

The Academy will not engage in or allow retaliation against any employee who makes a good-faith complaint or participates in an investigation. If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, report the conduct immediately to the Director of Human Resources.

## **2:22 Ending Employment**

### **2:22.1 Final Paychecks**

Employees who separate from the Academy for any reason will receive a final paycheck on the last, or the following, regularly scheduled pay date.

Final paychecks will include all compensation earned but not paid through the date of termination, as well as all accrued, unused paid time off.

### **2:22.2 Continuing Health Insurance Coverage**

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with the company, the employee is entitled to continue participating in the company's group health plan for a prescribed period of time, usually 18 months. (In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents.) COBRA coverage is not extended to employees terminated for gross misconduct.

Under the Uniformed Services Employment and Reemployment Rights Act of 1994, better known as USERRA, employees who are out on a military leave of absence will retain their health insurance coverage for the first 31 days of uniformed service. Employees out on military leaves of absence that extend beyond 31 days will be eligible for COBRA benefits for up to 24 months.

If a former employee chooses to continue group benefits under COBRA, he/she must pay the total applicable premium. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions, or becomes eligible for Medicare.

For detailed information or questions about COBRA, employees are requested to check with the

Director of Human Resources.

### **2:22.3    *Exit Interviews***

LFA will hold an exit interview with every employee who leaves the Academy for any reason. During the interview, you will have the opportunity to tell us about your employment experience here: what you liked, what you didn't like, and where you think we can improve. We greatly value these comments.

The exit interview also gives us a chance to handle some practical matters relating to the end of your employment. You will be expected to return all Academy property at the interview or make arrangements for its final return after you leave campus. You will also have an opportunity to ask any questions you might have about insurance, benefits, final paychecks, references, or any other matter relating to your employment.

### **2:22.4    *References***

Prospective employers, financial institutions, and residential property managers routinely contact employers requesting information on a former or current employee's work history and salary. When contacted, we will release the following data only: the position(s) the employee held and the dates the employee worked for the Academy.



## Section 3

# ***Salaries, Compensation, Benefits, Leaves, and Perquisites***

### **3:1 Pay Policies**

You will receive your paycheck on the 15th and last day of every month, equaling 24 pay periods per fiscal year. If a payday falls on a holiday or weekend, you will receive your paycheck on the last workday immediately preceding that payday.

Hourly (non-exempt) employees are paid in arrears and must submit their hours on a weekly basis to Human Resources, with supervisor approval. Please see the Director of Human Resources for any specific questions regarding the pay schedule.

#### **3:1.1 Payroll Advance Policy**

Lake Forest Academy does not allow employees to receive pay advances. However, in certain extenuating circumstances, you may contact the Director of Human Resources to discuss possible alternatives.

#### **3:1.2 Payroll Deductions**

Your paycheck specifies your total earnings for the pay period (gross pay) as well as any mandatory or voluntary deductions. Mandatory (or statutory) deductions are deductions that LFA is legally required to take. Such deductions include federal income tax, Social Security tax (FICA), Medicare, and any applicable state taxes. Voluntary deductions are deductions that you have authorized. Such deductions might include retirement savings plans, health savings accounts, flexible spending accounts, and dependent medical and dental insurance premiums. Your net pay equals your gross pay less all mandatory and voluntary deductions.

If you have any questions about your deductions or wish to change your federal withholding form (Form W-4), contact the Human Resources Office.

#### **3:1.3 Wage Garnishments**

A wage garnishment is an order from a court or a government agency, directing us to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of a judgment in a civil lawsuit.

If we are instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment at once. Please note that we are legally required to comply with these orders. If you dispute or have concerns about the amount of a garnishment, you must contact the court or agency that issued the order.

#### **3:1.4 Expense Reimbursement (updated)**

From time to time, employees may incur expenses on behalf of LFA. As long as those expenses are reasonable and actual work-related expenses, the following procedures must be followed to obtain reimbursement:

- Get permission from your supervisor before incurring an expense.
- Make an effort to save money and use approved vendors where such vendors exist.



- Use LFA's tax-exempt letter wherever possible
- Keep a receipt or other approved proof of payment for each expense.
- Submit your receipts and a completed expense report to your Dean or department chair for signature approval within 30 days of incurring an expense.
- Forms for use in submitting expenses are available under G:\Shared drives\LFA Common Drive\Forms.”
- From time to time, expense reimbursement procedures or government regulations may change. With the approval of the Chief Financial Officer, the Business Office reserves the right to amend or alter these procedures at any time.

### **3:1.5 Corporate Credit Card**

If an employee is required to travel for work, LFA may provide the employee with a corporate credit card. This card is the property of Lake Forest Academy and is only to be used for Lake Forest Academy related expenses. The card is not intended or approved for any personal expenses. If a corporate credit card is not provided, employees are expected to use their own funds for travel and to follow the procedures for Travel Expenses (3:1.6) to seek reimbursement.

### **3:1.6 Procedures for Travel Expenses**

If an employee is required to travel for work, LFA will reimburse him/her for the types of expenses listed below. All requests for reimbursement must be made using LFA Expense Reimbursement Forms. Personal expenses or other expenses not listed below will not be reimbursed. You must request advance approval of all travel expenses from your Dean or department chair and follow the procedures below to have your expenses reimbursed.

- Travel to and from the airport or train station, including parking expenses and tolls.
- Airline or train tickets, such tickets must be coach class unless prior approval is granted by the Chief Financial Officer or Head of School.
- Economy-class rental car, if appropriate. Do not purchase the insurance with the rental car company. LFA covers all auto liability for business travel. Contact the Business Office for more information.
- Mileage reimbursement at the rate set by the Business Office for those employees who choose to use their own cars for Academy travel.
- Lodging, for which employees should select LFA-approved lodging vendors or, if none exist, moderately priced lodging.
- Meals and other incidental expenses as approved by the department budget manager. Employees will be reimbursed up to a maximum of \$50 per day for meals; \$10 for breakfast, \$15 for lunch and \$25 for dinner.
- After the business-related travel, follow the procedures outlined in 3:1.4, above.
  - Get permission from your supervisor before incurring an expense.
  - Make an effort to save money and use approved vendors where such vendors exist.
  - Use LFA's tax-exempt letter wherever possible
  - Keep a receipt or other approved proof of payment for each expense.
  - Submit your receipts and a completed expense report to your Dean or department chair for signature approval within 30 days of incurring an expense.
  - Forms for use in submitting expenses are available under G:\Shared drives\LFA

Common Drive\Forms.

- From time to time, expense reimbursement procedures or government regulations may change. With the approval of the Chief Financial Officer, the Business Office reserves the right to amend or alter these procedures at any time.

### **3:1.7 Cash Advances**

Employees who travel may request a cash advance to cover sundries and to provide cash to exchange for local currency in international travel. Cash advances must be approved, in writing or email, by your budget manager. Cash advances are limited to \$300 for domestic travel and \$500 for international travel. The cash advance must be included in the expense reimbursement request form and accounted for when submitting your expenses.

### **3:1.8 Procedures for Mileage Reimbursement**

Employees who use their own vehicles for Academy business will be reimbursed at the current IRS mileage rate. The following procedures must be followed to claim mileage reimbursement:

- Obtain permission from the department head before traveling.
- Provide a written record of your business-related travel, including the total mileage of each business trip, the date of travel, the location traveled, and the purpose of your trip.
- Submit the travel record to your department head for approval.
- Forms for use in submitting mileage are available on the LFA Google Shared Drive under LFA Common Drive\Forms.
- Submit your approved travel record to the Business Office.

You must demonstrate that you have a valid driver's license and adequate insurance coverage before using a personal vehicle for work-related purposes. A copy of your driver's license and current insurance coverage must be on file in the Business Office. Employees are not entitled to separate reimbursement for gas, maintenance, insurance, or other vehicle-related expenses. In accordance with IRS regulations, Lake Forest Academy does not reimburse employees for their commute to and from the workplace.

You are responsible for submitting your approved expense report to Accounts Payable in the Business Office within 30 days of incurring an expense. If your report is approved, you should receive reimbursement within two (2) weeks.

All reimbursement claims are subject to *final* approval of the Chief Financial Officer.

## **3:2 Compensation Policies and Faculty Salary Structure**

The salary for the Head of School is set by the Board of Trustees. The salary scale for teaching faculty are set in accordance with the principles proposed by the Faculty Salary Structure Committee in 2010 and updated annually. The salaries for administrative faculty and staff are set by the Head of School, using the same guiding principles of experience, effectiveness, responsibility, and equity as is used as the basis for the faculty salary scale.

No employee will be subject to retaliation for disclosing or threatening to disclose to a supervisor or to a public body an activity, inaction, policy, or practice, that the employee reasonably believes to be

a violation of law, rule, or regulation. Nor will any employee be subject to retaliation for assisting in a proceeding to enforce any provision of the Illinois Equal Pay Act. Retaliation against an individual for reporting violations of the Illinois Equal Pay Act, or for participating in an investigation of a claim of unequal pay, is a serious violation of this policy and will be subject to disciplinary action.

### **3:2.1 Faculty Salary Structure**

In 2005, a faculty committee charged with considering faculty salaries and benefits recommended that LFA develop a faculty salary scale that would determine a faculty member's salary range based on years of relevant experience. The committee also specified that within each level of experience there should be a salary range that would allow differentiation based on three factors: level of education, effectiveness, and responsibility. The committee further recommended that, if possible, a salary scale should be published so that faculty members would have a sense of their places on the scale and would be able to anticipate future earning potential during their careers at LFA. The scale was published for the first time in 2010-11.

In 2015, the Head of School reconvened a faculty and staff committee to examine the LFA compensation structure in light of recommendations from both the 2014 LFA Strategic Plan as well as the 2014 ISACS Visiting Team Report. The committee examined salary and compensation data from LFA vis-à-vis other schools and made the following recommendations, which were endorsed by the faculty and staff as well as by the Board of Trustees:

1. Increase the compensation budget for all faculty and staff to help LFA be more competitive vs. peer schools and strengthen the attraction and retention of the best faculty and staff.
2. Devote the increased compensation pool to salaries. LFA's benefits program – retirement plan and health and other insurance – is strong and compares favorably with peer schools.
3. Raise teaching faculty starting salaries and increase the width of the salary band for each year of experience.
  - i. Increasing starting salaries will increase salaries for younger teachers, which will help in both the hiring and retention of talented young faculty.
  - ii. Creating wider bands will allow higher salaries for faculty who have more responsibilities, are effective in their respective roles, and have higher degrees and professional development training.
4. The placement of faculty within each experience band is determined by a combination of:
  - i. Professional responsibilities
  - ii. Effectiveness
  - iii. Involvement in campus life
  - iv. Education level
5. Discuss each individual's position within the salary band during the annual review meetings in February and March.
6. Increase education for all faculty and staff regarding the total compensation package, determination of an individual's salary, financial education, and other relevant information.

Salaries for administrative faculty (including some teaching faculty whose primary role is not classroom specific) and staff are not set by this scale, but are determined by their particular administrative job requirements together with some provision for experience and effectiveness.

As specified in the 2005 Salary Structure Committee Report, years of experience are “...determined by the number of years at LFA plus years of experience credited from elsewhere as determined by the Dean of Faculty and Head of School.” We also examined educational and career details in personnel files. For specific salaries within an experience range, the Dean of Faculty, Assistant Head of School and the Head of School have had conversations to determine each teaching faculty member’s place on the salary scale. Those discussions are informed by input from a number of sources including Department Chairs, Deans, Athletic Director, Dean of Students, Director of Residential Life, and Dorm Heads.

Faculty should be aware that relatively few faculty members are placed at the very top of the scale. LFA believes it is appropriate to reserve this level of compensation for faculty members who have demonstrated a remarkable level of responsibility and effectiveness and exceed expectations in all areas of their work at LFA. In considering responsibilities, we have maintained the traditional boarding school expectation that faculty members will teach four courses and either coach two seasons or take part in other programs that are equivalent to a two- season coaching commitment.

We review this scale annually and adjust it as necessary to reflect changes in the cost of living although LFA’s ability to do so each year is directly impacted by general economic conditions and the prevailing rate of inflation.

A published salary scale provides faculty members with an assurance that their contributions to the school are appropriately recognized and gives greater transparency to the salary process.

It is the Academy’s goal to continue to set faculty salaries by consistent, inflation-adjusted benchmarks (prorated by Full-Time Equivalents [FTE]) and with due regard for sound fiscal management. Consistent with these goals, individual salaries should normally increase by one benchmark step for experience each year. A number of factors, including the number of retirees each year, the Academy’s ability to achieve FTE goals, and the relative demands of competing priorities, will determine whether it is possible to meet this goal each year.

**Appendix 3:2.1** sets out the most recent *Salary Scale* and is designed to determine a faculty member’s salary range based on years of relevant experience as well as level of experience based on three factors: level of education, effectiveness, and responsibility.

### **3:2.2 Stipends (updated)**

The general consensus of the FSSC, endorsed by the faculty, was that the school should avoid stipends except in situations when faculty are asked to complete additional duties due to exceptional circumstances, such as teaching an additional class with no workload reduction to cover an extended illness or an unexpected section. The committee felt that specific responsibilities, duties, and performance are better rewarded within the salary structure itself as outlined above.

Faculty members should also reference section [4:4](#) regarding co-curricular points and expectations.

## **3:3 Employee Benefits**

### **3:3.1 Employee Benefit Plans**

As part of our commitment to our employees and their well-being, Lake Forest Academy provides full- time employees with a variety of benefit plans effective on the date of hire:

- Fully paid medical insurance for employees for certain health plans; dependent medical insurance approximately 60% paid by LFA.
- Health Savings Account, including contributions from Lake Forest Academy, for those

- participating in a PPO medical plan and not enrolled in Medicare.
- Fully paid dental insurance for employee; dependent coverage available.
  - Academy-paid life insurance up to 2 times your annual salary.
  - Academy-paid accidental death and dismemberment insurance up to 2 times your annual salary.
  - Academy-paid long-term disability insurance.
  - Short-Term Disability of up to 12 weeks at full salary after one year of service.
  - Voluntary 403(b) Retirement Plan, eligible for Academy matching contributions on the date of hire. Participants must contribute at least 4% of their pre-tax salary to receive the Academy's matching contribution of 10%. The Academy's contribution increases to 12% at 10 years of employment.
  - Employee and their dependent family's use of the dining hall when open (unless restrictions are in place due to safety protocols).

Part-time employees working at least 50% workload, or more than 20 hours per week, are eligible to participate in LFA's 403(b) Retirement Plan. Although we introduce you to those plans in this section, we cannot provide the details of each plan here. As you begin your employment at LFA, you will receive official plan documents for each of the benefit plans that we offer. Those documents along with any subsequent updates should be your primary resource for information about your benefit plans. If you see any conflict between those documents and the information in this Handbook, you should rely on the information provided in the official plan documents.

The benefits we provide are meant to help employees maintain a high quality of life—both professionally and personally. We sincerely hope that each employee will take full advantage of these benefits. If you don't understand information in the plan documents or if you have any questions about the benefits we offer, please talk to the Director of Human Resources.

### **3:3.2 Workers' Compensation Insurance**

If you suffer from an illness or injury that is related to your work, you may be eligible for workers' compensation benefits. Workers' compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries.

If you are injured or become ill through work, please inform your supervisor AND the Director of Human Resources immediately regardless of how minor the injury or illness might be. To find out more about workers' compensation coverage or to file a report, contact the Director of Human Resources.

### **3:3.3 Unemployment Insurance**

When your employment with LFA ends, you may be eligible for unemployment benefits. These benefits provide you with a percentage of your wages while you are unemployed and looking for work. To find out more, contact the Director of Human Resources.

Please note that it is an employee's responsibility to complete the necessary application forms in a timely fashion for all benefits and perquisites.

## 3:4 Leaves and Time Off

### 3:4.1 *Paid Time Off Policy*

Lake Forest Academy recognizes that our employees need to take time off occasionally to rest and relax, to enjoy a vacation, or to attend to personal matters. That's why we offer a paid time off program. All full-time employees are eligible for paid time off. Full-time employees may take paid time off in advance of accruing it with prior approval from their supervisor. Administrative faculty and staff must request time off in advance through ADP's website under the Time Off Request tab. The supervisor then receives a notification from ADP to review and approve the employee's request. We will try to grant all employees' requests for the days off of their choice. However, we must always have enough employees present to meet our daily business needs, which means we might not be able to grant every time off request, especially during holiday periods.

Eligible employees have paid time off according to the following schedule:

- Administrative Faculty members shall accrue 2.91 days per month, for a total of 35 paid days per fiscal year (August 16 to August 15). Paid time off for the first year of employment will be prorated from the hire date.
- Staff members accrue time off per fiscal year (August 16 to August 15) based on their role and indicated on their individual letters of appointment. Paid time off for the first year of employment will be prorated from the date of hire. Salaried office staff (exempt and non-exempt) accrue 2.5 days per month. Campus Safety hourly staff accrue 1.25 days per month.
- Teaching faculty receive 2 PTO days during the school year time off. In cases of illness, faculty are entitled up to 5 sick days per year.

Administrative faculty and staff may take paid time off in advance of accruing it with prior approval from their supervisor. Administrative faculty and staff must request time off in advance through ADP's website under the Time Off Request tab. The supervisor then receives a notification from ADP to review and approve the employee's request. We will try to grant all employees' requests for the days off of their choice. However, we must always have enough employees present to meet our daily business needs, which means we might not be able to grant every time off request, especially during holiday periods. All paid time off must be used during the year they are accrued. Employees may not carry over unused days from one fiscal year to the next nor will they be compensated for unused days, except upon separation from Lake Forest Academy.

Teaching faculty may request two total days of Personal Time Off (PTO) for the fiscal year. These days are dedicated for teachers to enjoy a day off without distraction. The Dean of Faculty sends out an annual list of blackout dates that are not eligible for PTO.

- Teachers must submit the request via email to the Dean of Faculty, Academic Department Chair and HR at least one week in advance.
- Once approved, the individual's scheduled classes that day will be canceled and do not require coverage.
- PTO cannot be taken on the day before or after a school holiday. The school publishes a list of blackout days each year.
- Requests can be denied if too many requests have already been approved for the same date.
- Teachers do not need to give a reason for an absence.
- PTO days will be tracked and viewed in ADP, similar to teachers' sick days.



- PTO days do not carry over from year-to-year and reset each fiscal year.
- PTO days are separate and in addition to the 5 sick days allowed per year.
- With regards to Athletics, faculty must notify the Athletic Director in advance and either cancel practice or arrange coverage plans if missing practice.
- With regards to Residential Duty, faculty must request to switch dates with someone else or remain on duty.

### **3:4.2 Holidays (updated)**

The Academy observes the following holidays each year:

New Year's Day  
 Martin Luther King's Birthday  
 President's Day  
 Memorial Day  
 Juneteenth  
 Independence Day  
 Labor Day  
 Thanksgiving (Wednesday through Friday)  
 Christmas Day

Offices are closed on those days, and full-time administrative faculty and staff are paid for the day. If a holiday falls on a weekend, the Academy will inform you when the holiday will be observed. Ordinarily, holidays falling on a Saturday will be observed the preceding Friday, and holidays falling on a Sunday will be observed the following Monday.

### **3:4.3 Sick Leave**

In lieu of sick leave for full-time administrative faculty and staff, LFA provides paid time off (PTO) days as an alternative to separate vacation and sick day policies.

For teaching faculty, LFA provides five (5) paid sick days per fiscal year. Sick time for teaching faculty must be taken during the year it is granted. Sick days will be prorated based on workload as well as the date of hire during the first year of employment. Employees may not carry over unused sick time from one year to the next nor will they be compensated for unused sick days. LFA will not pay teachers for sick days that have not been used when employment ends.

Teachers may use sick leave when they are unable to work due to illness or injury, for medical or dental appointments, or to care for a sick family member. Sick leave must be taken in increments of half or full days only and is not to be used as vacation time. All personal matters, including medical and dental appointments, should be scheduled so as not to interrupt the entire work or academic day. Any employee who abuses sick leave may be subject to discipline.

If a faculty member is unable to teach, he or she should notify the department chair, Dean of Faculty, and Human Resources as soon as possible. Faculty members should make the necessary preparations to assure that missed classes are either covered by a colleague or otherwise productively engaged in some other manner. It is not appropriate to simply call off classes without approval from the department chair. An absent faculty member should supply assignments for missed classes during any absence.

### **3:4.4 Family and Medical Leave**

LFA provides unpaid family and medical leave in accordance with the Family and Medical Leave Act (FMLA) to eligible employees for one or more of the following purposes/reasons:



- the employee's own serious health condition that makes the employee unable to perform the essential functions of his or her job
- to care for a spouse, child, or parent who has a serious health condition
- to care for a newborn, newly adopted child, or recently placed foster child
- to care for a parent, child, spouse, or next-of-kin who is an injured service member
- a qualifying exigency arising out of the employee's parent, child, or spouse being on active military duty or being called to active military duty

A "serious health condition" includes, but is not limited to, a physical or mental illness, injury, impairment, or condition that (1) involves in-patient care at a hospital, hospice, or nursing home; (2) incapacitates the person for more than three consecutive, full calendar days and requires treatment by a healthcare provider two or more times; (3) incapacitates the person for any period because of pregnancy or prenatal care; or (4) is a chronic health condition for which the employee or immediate family member receives continuing medical treatment.

A "qualifying exigency" includes short-notice deployment, arranging for childcare, military events, making financial or legal arrangements, post-deployment activities, and other events that arise out of the military member's active duty or call to active duty.

For more information about what medical conditions or exigencies are covered under the FMLA, please contact the Director of Human Resources.

### **Eligibility**

To qualify for FMLA, the employee must have worked for LFA for at least 12 months (from date of hire) and have worked at least 1,250 hours during the 12-month period immediately preceding the date on which the leave commences. Time spent on paid or unpaid leave will not be counted in calculating the 1,250 hours.

### **Leave Available**

Except in the case of leave to care for a covered service member with a serious injury or illness, eligible employees may receive up to 12 weeks of FMLA leave within a rolling 12-month period, which is measured backward from the date the employee uses the leave. Eligible employees are entitled to a total of 26 weeks within a 12-month period to care for a covered service member with a serious injury or illness.

A parent who takes leave to care for a newborn, newly adopted child, or recently placed foster child must begin this leave within a year after the birth, adoption, or placement. Leave taken to care for a service member must be completed before the first anniversary of the commencement of such leave.

If two employees who are married to one another seek leave for either the birth or placement of a child or to care for either spouse's parent, they may take a combined total of twelve weeks of leave for that purpose. If they seek leave to care for a covered service member, they may take a combined total of twenty-six weeks of leave for that purpose. If they seek leave for multiple purposes, one of which is to care for a covered service member, the twenty-six-week limit will apply.

### **Notice Requirements**

To request FMLA leave, an employee must complete and submit to the Director of Human Resources a Request for Family and Medical Leave form. If the need for FMLA leave is foreseeable, such as a pregnancy or planned treatment for a serious health condition, employees should notify Human Resources at least 30 days in advance. In emergencies and unexpected

situations, employees must give as much notice as is reasonable and practicable under the circumstances. An employee requesting “qualifying exigency” leave must provide such notice as is reasonable and practicable.

Within five business days after an employee’s request for leave (or within five business days of any information changing), the Director of Human Resources will notify the employee as to whether the employee is eligible for FMLA and inform the employee of FMLA rights and responsibilities.

Employees requesting FMLA leave related to his or her own serious health condition, the serious health condition of a child, spouse, or parent or the care of a family member who is injured during military service will be required to submit a Health Care Provider Certification form. An employee seeking leave for a qualifying exigency also will be required to submit a certification form to support the request.

These certification forms will be provided to employees by Human Resources and must be returned within 15 calendar days after the employee receives the form. If certification is incomplete, the employer can require the employee to complete the certification. The employee then has seven calendar days to complete the certification, unless it is not practicable under the particular circumstances despite the employee’s diligent, good-faith efforts.

### **Reinstatement Rights**

When you return from an approved FMLA leave, you have the right to return to your former position or an equivalent position for which the employee is qualified at the same pay and benefits, except:

- You have no greater right to reinstatement than you would have had if you had not been on leave. If your position is eliminated for reasons unrelated to your leave, for example, you have no right to reinstatement.
- LFA is not obligated to reinstate you if you are a key employee—that is, you are among the highest- paid 10% of our workforce and holding your job open during your leave would cause LFA substantial economic harm. If LFA classifies you as a key employee under this definition, you will be notified when you request leave.

An employee’s failure to return to work promptly at the end of an approved FMLA leave period, without notice, may be grounds for termination.

Before an employee may return from medical leave prompted by his or her own serious health condition, the employee should provide a certificate from a healthcare provider that the employee is able to resume work.

### **Substitution of Paid Leave**

An employee who has accrued unused paid time off (vacation and/or sick days) must use these benefits concurrently with a family or medical leave or service member family leave until such time is exhausted. If the leave is for the employee’s own serious health condition, he or she may apply for short-term disability benefits as discussed in section 3:4.5 of the Handbook. Any time out of work on paid leave runs concurrently with FMLA (including vacation, short-term disability, and workers’ compensation leave). For more information on paid Parental Leave, refer to sections 3:4.5 and 3:4.6 of the Handbook.

### **Intermittent Leave**

Under certain circumstances, employees may use FMLA intermittently or to reduce the workweek or workday. LFA may temporarily reassign you to a different position with equivalent pay and benefits if such a position would better accommodate the intermittent or reduced schedule.

LFA will consider requests for intermittent leave to care for a new child on a case-by-case basis.

### **Health Insurance During Leave**

Your health insurance benefits will continue during an approved FMLA leave. You will be responsible for paying any portion of the premium that you ordinarily pay while you are working. During any period of paid leave, the premium will be deducted from the employee's paycheck. Your failure to pay your share of premiums during unpaid leave may result in a loss of coverage. Employees who do not return from FMLA leave may be required to reimburse the Academy for any premiums paid on the employee's behalf during the leave.

### **Notice of Employee Rights and Responsibilities under the FMLA**

As required by federal law, the following is a Notice of Employee Rights and Responsibilities under the Family and Medical Leave Act. We encourage you to review this Notice and contact the Director of Human Resources with any questions.

## NOTICE OF EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

### Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and it at least

50 employees are employed by the employer within 75 miles.

### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**NOTICE OF EMPLOYEE RIGHTS AND  
RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL  
LEAVE ACT  
PAGE 2**

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operation. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need or leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:  
1-866-4US-WAGE (1866-487-9243) TTY: 1-877-889-5627  
WWW.WAGEHOUR.DOL.GOV

### **3:4.5 Short-Term Disability Policy**

Eligible employees are entitled under the Family and Medical Leave Act (FMLA) to up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons, with exception to a leave of absence for an injured service member in which an employee may take up to 26 weeks. Lake Forest Academy (LFA) has elected to pay up to 12 weeks of absence through Short-Term Disability for personal FMLA eligible absences and must complete the proper paperwork for eligibility. Employees are expected to utilize all sick and vacation pay prior to Short-Term Disability pay. This paid leave is not covered for absences for dependent care, other than under the Parental Leave Policy.

### **3:4.6 Parental Leave**

Childbirth and adoption are treated as any other known medical condition and follow the regulations set forth by the Family and Medical Leave Act (FMLA).

The primary caretaker of a child (including adoptive parents or legal guardians) who has been employed continuously for the previous 12 months is eligible for up to 12 weeks of paid leave under the Short-Term Disability Policy. All 12-month employees must utilize any unused vacation and sick pay during this time prior to utilizing Short-Term Disability. Employees must meet with the Dean of Faculty (for teaching faculty) or Dean (for administrative faculty and staff) and Human Resources to arrange the specific details of absence, workloads, and work transitions.

Employees who are not the primary caretaker are eligible for up to one (1) week of paid parental leave immediately following the child's birth or adoption. Specific details of absence, workloads, and work transitions must be arranged with the department head and Human Resources, as well as Dean of Faculty for teaching faculty.

A parent may qualify as the primary caretaker with proper documentation showing their spouse or partner chose not to utilize FMLA for the caring of a newborn or adopted child.

Questions regarding individual circumstances should be addressed to the Director of Human Resources.

### **3:4.7 Bereavement Leave (updated)**

If you suffer the death of an immediate family member, you are entitled to take 3 - 5 days off from work per year, depending on the individual's circumstance. This leave will be paid. Immediate family members include parent, spouse, child, grandparent, grandchild, or sibling. The Academy will consider, on a case-by-case basis, requests for bereavement leave for the death of someone who does not qualify as an immediate family member under this policy.

### **3:4.8 Military Leave**

The Academy supports those who serve in the armed forces. In keeping with this commitment, and in accordance with state and federal law, employees are entitled to take a military leave of absence if they must be absent from work for: military service; service in a federally recognized auxiliary of the United States Armed Forces while performing duties in support of military or civilian authorities as the result of an emergency; service in the state guard; or for medical or dental treatment related to a condition, illness, or injury sustained or aggravated during a period of active service. This leave will be unpaid. This leave will be unpaid.

When an employee's military leave ends, that employee will be reinstated to the position he/she formerly held, or to a comparable position, as long as the employee meets the requirements of state and federal law.

Employees who are called to military service must tell their supervisors as soon as possible that they will need to take military leave. An employee whose military service has ended must return to

work or inform the Academy that he/she wants to be reinstated in accordance with the following guidelines:

- For a leave of 30 or fewer days, the employee must report back to work on the first regularly scheduled workday after completing military service, allowing for travel time.
- For a leave of 31 to 180 days, the employee must request reinstatement within 14 days after military service ends.
- For a leave of 181 days or more, the employee must request reinstatement within 90 days after military service ends.

Employees are entitled to receive pay for any unused paid time off during their military leave. Employees who are eligible for reemployment will be reemployed with the same seniority, and all rights and benefits based on that seniority, that they would have attained if they had not taken military leave. Seniority rights include pay and benefits that accrue or are determined based on an employee's length of service.

The Academy will continue your health insurance benefits during your military leave under the following circumstances:

- If you are absent for 30 or fewer days, you will be treated as any employee not on leave. The Academy will continue to pay its share of the insurance premium, and you must continue to pay your usual share.
- If your leave lasts longer than 30 days, you will have to pay the entire premium to continue your benefits.

### **3:4.9 Voting**

LFA encourages employees to exercise their right to vote. If your work schedule and the location of your polling place will make it difficult for you to get to the polls before they close, you are entitled to take up to 1 hour off work, at the beginning or end of the day, to cast your ballot. This time will be paid.

Employees who will need to take time off work to vote must inform their supervisors at least 1 day in advance. Employees are expected to work with their supervisors to ensure that their absence doesn't negatively impact Academy operations.

### **3:4.10 Jury Duty**

If you are called for jury duty, you are entitled to take time off, as necessary, to fulfill your jury obligations. This leave will be paid for up to 2 weeks of absence. No employee will face discipline or retaliation for jury service.

You must immediately inform Human Resources and your supervisor when you receive your jury duty summons. If you are chosen to sit on a jury, you must inform your supervisor how long the trial is expected to last. You must also check in with your supervisor periodically during your jury service, so the Academy knows when to expect you back at work.

## **3:5 Tuition Remission for Faculty and Staff**

Full-time employees can receive full tuition remission for their admission-qualified children who successfully complete the admission process. Employees are eligible to apply for the employee tuition benefits for the following year and beyond according to the financial aid deadlines set by the



Admission Office as part of the enrollment contract renewal process. This benefit will remain in effect as long as the student continues to be enrolled and in good academic and disciplinary standing. Part-time faculty and staff, who are budgeted and work for at least 0.5 FTE per year, will receive the remission benefit on a pro-rata basis.

### **3:5.1 Admission Process**

Children of eligible employees must complete the regular application process and qualify for admission. The families must complete the regular admission process on time to ensure that the admission and financial aid offices can plan the annual financial aid budget. The admission decisions for faculty children are made by the Dean of Admission in consultation with selected Admission Committee members as needed. Employment at Lake Forest Academy does not guarantee admission for faculty or staff children. Each decision is made in the interest of the student.

### **3:5.2 Continuation of Eligibility**

Continuing eligibility for tuition remission is contingent upon continuing status as an eligible employee of the Academy. Failure to retain an eligible position will terminate eligibility immediately and payment of the full tuition, prorated over the remainder of the school year, will be the responsibility of the ineligible or former employee. Should such a change in employment status occur, the individual should contact the Dean of Admission and Director of Financial Aid to discuss eligibility for and availability of financial aid.

Faculty and staff whose budgeted hours or FTEs change while they are receiving the tuition remission benefit will receive the benefit appropriate to their new position effective at the beginning of the academic year following the change of status.

## **3:6 Professional Development**

### **3:6.1 General Grants (updated)**

The Academy values its commitment to serving faculty and staff in their pursuit of professional development.

Activities such as conferences, workshops, and individual courses are normally funded if deemed appropriate, subject to budgetary constraints. Faculty and staff who participate in professional development activities of this sort can be reimbursed for tuition and fees as well as food and travel expenses. Applications for non-degree professional development can be obtained in the Dean of Faculty Office and must be approved by the appropriate dean or department chair and the Dean of Faculty. Upon completion of a professional development activity, faculty and staff should provide the Dean of Faculty with a written completion report describing the activity.

LFA also supports degree funding for faculty and staff. Funding approval will generally only be considered for: (1) applicants employed at Lake Forest Academy for a minimum of two years (beginning with employees hired after January 2014), (2) degree programs that are mutually beneficial to the applicant and the school in his/her teaching area or administrative function, and programs for which the accompanying time commitments of the program do not interfere with any responsibilities outlined in the applicant's letter of appointment. Applications to pursue a first master's degree are more likely to be approved than applications to pursue an additional master's degree or doctorate. Applications should be submitted by January 1 in order to be considered for funding in the following fiscal year. Approved applications qualify for reimbursement of 80% of tuition and fees, not to exceed \$8,000 per fiscal year. LFA may choose to reimburse the additional 20% one year after completion of the degree, but this reimbursement is at the discretion of the Dean of Faculty and the Head of School. Faculty and staff pursuing a degree are not reimbursed for

any additional charges, including books and transportation.

In accordance with the IRS, any tuition reimbursement above \$5,250 per calendar year must be reported as taxable income and included as W-2 wages for the employee.

### **3:6.2 Mints Grants**

The Mints Professional Development Fund, made possible in 2004 by a generous gift from the estate of Thomas Mints, LFA class of 1945, provides support for individual enrichment projects for faculty and staff members. The fund provides a total sum of up to approximately \$5,000 per year to support individual grants of up to \$3,000 for receipted expenses. The fund is intended for individually designed enrichment opportunities rather than more traditional workshops, conferences or classes. Faculty and staff can receive more information on these grants and the application process from the Dean of Faculty.

### **3:6.3 Endowed Chairs**

There are a number of endowed teaching chairs at LFA. The holders of these chairs are given an annual discretionary fund to spend on either personal professional development, departmental needs, or on a project or expense that advances the mission of LFA. Chair holders must seek prior approval for their expenditures from the Dean of Faculty or Head of School.

### **3:6.4 Alumni Award for Teaching Excellence**

Each year at Move-Up Day, the Alumni Award for Teaching Excellence is given to one or more faculty in recognition of their exemplary and innovative work. The holders of these awards are given a one-time discretionary fund to spend on either personal professional development, departmental needs, or on a project or expense that advances the mission of LFA. Awardees must seek prior approval for their expenditures from the Dean of Faculty or Head of School.

### **3:6.5 Laima Salcius Faculty Award**

The Faculty Award was established in 1980 by Headmaster Ed Paquette as an annual award “to recognize a member of the faculty who contributes significantly and extraordinarily to the life of our school.” It was re-named the Laima Salcius Faculty Award in 1998 to acknowledge the contributions to LFA by alumni parent Laima Salcius through her service on the Parents Association, of which she was President in 1997-1998.

## **3:7 Campus Housing**

In order to function effectively as a residential school, Lake Forest Academy needs students and faculty to live in close proximity and to be available to each other around the clock. With some exceptions, teaching faculty and some administrative faculty are required to live on campus in school-owned houses or apartments, several of which are in dormitories.

Naturally, some residences are considered more desirable than others: more spacious, better located, more recently renovated, more aesthetically pleasing. Accordingly, there is a faculty-approved procedure for allocating residences that involves the Faculty Advisory Committee and members of the Deans Council.

All LFA employees with Faculty or Administrative Faculty status (both 10-month and 12-month letters of appointment) are required to complete annually the appropriate sections of the Faculty Housing Preference Form and return it to the Dean of Faculty Office by a specified date during the spring semester. All requests will be reviewed by a Housing Committee that is made up of the Director of Human Resources, Director of Residential Life and the Dean of Faculty, who will create a proposal for all placements. This proposal will then go to FAC for feedback before a final version

is taken to the Head of School. Decisions are based on family needs, institutional needs, and seniority.

Couples living together in LFA-provided housing must be bound by marriage, civil union, or must qualify for and sign LFA's Domestic Partner Affidavit from the Human Resources Office. This recognition is open to accept a legal union originating from any state or country.

### **3:8 LFA Reid-Anderson Dining Hall**

Members of the faculty and staff and their families may eat in the Reid-Anderson Dining Hall in the JC Cowart Student Center at any time it is open during the year as long as one member of the family is employed by the Academy. Employees' children—unless they are LFA students or adults—are expected to eat their meals with their parents and should not eat alone. Employees also must accompany guests to the Dining Hall.

Because the purpose of allowing employees and their families to dine in the Dining Hall is to encourage more interaction with students, employees are encouraged to spread themselves throughout the dining hall. It is expected that employees will attend to disciplinary problems as they arise and that they will join in efforts to maintain the Dining Hall as a pleasant place to eat.

# Section 4

## ***Faculty Responsibilities***

### **4:1 General Responsibilities**

At Lake Forest Academy, education takes place not just in the classroom but in a variety of venues including playing fields, the Cressey Center, the Student Union, the athletic facilities, and the dormitories. Faculty members, accordingly, are called upon to interact with students in numerous ways. The typical full-time faculty member will teach four course sections, coach two athletic seasons out of three, lead an advisory, serve as a dorm parent, and contribute in a significant way to extracurricular activities at Lake Forest Academy. Certain administrative responsibilities or staffing needs and enrollment circumstances may alter this academic and athletic load for some teachers, but LFA relies upon teachers who seek out opportunities to interact with students.

#### **4:1.1 *What Does a Great Teacher Look Like at Lake Forest Academy?***

##### **Notes from ISM-led presentation/discussion**

- Balanced lives
- Endurance
- Adaptability/flexibility
- Continuous personal growth
- Life-long learner
- Stays current with subjects taught
- Interactions come naturally/instinctively
- Understands pedagogy
- Collaborative spirit
- Strives to be an asset to colleagues and role model to students
- Enthusiastic
- Passionate about student growth and all forms of learning
- Meets students where they are and takes them to the next level
- Triple threat: classroom; coach; dorm parent
- Dedication to the entire community
- Doer rather than a delegator
- Able to self-reflect (i.e., asks “what can I do to make it better?”)
- Engages/connects with a variety of students in a variety of capacities
- Accessible/approachable by all
- Involved in multiple venues/activities (watching and participating)
- Models values for students (re: work ethic, compassion, etc.)
- Knows the students on a personal level
- Comfortable giving multiple explanations; uses differentiated learning
- Pluralist view of teaching
- Professional
- Speaks well of the school
- Collaborative, collegial, and curious

- Confident, capable, and conscientious
- Appreciates the students
- Compassionate about the stresses of high school life
- Enthusiastic about all the different hats a teacher must wear here
- Clearly communicates student expectations
- Able to work with a range of students (ability-wise)
- Knows the role and how to set boundaries with students
- Knows, appreciates, and has compassion for their colleagues
- Gladly seeks and accepts feedback
- Embraces the boarding school model and understands it is a lifestyle choice/commitment
- Collegial/willing to work across departments

#### **4:1.2 Student Behavior**

In addition to their roles as teachers, coaches, and dorm parents, LFA faculty have a responsibility to support and enforce student rules at all times. LFA faculty should familiarize themselves with the rules and guidelines presented in the *Student Handbook* and should play an active role in encouraging students to abide by these rules. Violations of minor rules can be addressed in a variety of ways, but violations of major rules, including illegal drug and alcohol use, intimidating behavior, vandalism, and theft, should be addressed immediately and must be reported to the Dean of Students Office.

#### **4:1.3 Advisory**

An important component of the Lake Forest Academy program is the advisory system. Each faculty and administrative faculty member will serve as an advisor or co-advisor to approximately eight students. As advisors, faculty members provide individual attention and counseling to students, monitor academic and social progress, communicate with parents and guardians, and guide academic planning and the selection of courses. It is hoped that the advisor will be a ready source of counsel and support whenever a student encounters difficulties.

Advisories meet individually on Mondays, Thursdays, and selected Tuesdays and sit as a group in the Cressey Auditorium during the Morning Meetings on Wednesdays and Fridays. The advisor should require his/her advisees to attend advisory meetings and to arrive on time. More than merely a means for checking student attendance and sharing the school announcements, the advisory group will develop an identity and personality. Advisors are encouraged to plan at least one social outing each semester for their advisory. They may gather at the advisor's home for dinner or breakfast, go to a restaurant or coffee shop, go sledding or swimming, or take part in a community service project. For additional information, please reference the Advisory Handbook distributed by the Dean of Students office.

## **4:2 Teaching Responsibilities**

Good teachers are individuals who do things in a way that is true to their experience, personality, and beliefs, but certain general practices can be embraced by all teachers, and certain specific policies should be observed by LFA teachers.

#### **4:2.1 General Practices**

The National Association of Independent Schools (NAIS) provides the following principles of good practice for secondary school educators:

- Help students to become passionate, serious scholars capable of effective communication, sustained work, independent thought, meaningful collaboration, and original expression.

- Use their training and knowledge of their disciplines to design programs appropriate to the developmental characteristics of this age.
- Employ a range of teaching methods and encourage students to learn and to demonstrate their learning in a variety of ways.
- Teach to the learning styles, abilities, and life experiences of their students.
- Develop and sustain relationships with colleagues that benefit their students and further their own professional growth.
- Develop and sustain relationships with parents that support each student's well-being and increasing autonomy.
- Take responsibility for being role models.
- Affirm and defend the dignity and worth of each member of the community and maintain an environment that fosters respect.
- Help students take more and more responsibility for themselves and the multiple communities in which they live.
- Prepare students to take advantage of subsequent opportunities for learning and to take their places as members of a democratic society and the global community.

Several years ago, a faculty committee at Lake Forest Academy identified the following principles and responsibilities as being at the core of a quality faculty performance at LFA:

- Foster trust, respect, and responsibility in the classroom.
- Treat everyone with dignity.
- Acknowledge and value the diversity of student experiences, beliefs, and thoughts.
- Inculcate a sense of responsibility for success in students.
- Encourage students to reach their own highest level of excellence and effort.
- Lead students to be both independent and collaborative learners.
- Help students think creatively and critically.
- Communicate objectives and expectations to students effectively.
- Make assessment both evaluative and instructional.
- Meet all LFA *Faculty and Staff Handbook* and department responsibilities—including instructional, boarding, and extra-curricular expectations—with thoroughness, quality, and punctuality.
- Contribute positively to a faculty culture of professionalism, collaboration, open discussion, and growth.

#### **4:2.2 Specific Academic Policies**

Lake Forest Academy will function more smoothly if teachers are aware of and abide by the following policies:

**Course Description.** Provide your students with, and post on the website, a course description or syllabus that identifies the goals of the course, the materials to be used, the method of assessment and grading, and policies concerning such issues as tardiness, absences, extra credit, and work turned in late. You should also indicate how and when students can reach you when they have questions or need extra help.

Punctuality. Begin and end your classes promptly and make effective use of the class time that has been allotted to you. (Because there is no passing time, teachers are encouraged to dismiss their classes a minute or two early.) Any decision not to hold class is subject to the approval of the department chair.

Assignment Sheets. Provide students with an assignment sheet that gives due dates for homework assignments, projects, and tests, ideally for the entire semester and at least for the upcoming complete cycle of classes. Teaching faculty should provide a copy of this assignment sheet to all of their students as well as posting it on the LFA website for external access by students and their parents.

Homework. Students can expect up to 30 minutes per night of homework in most courses. AP and upper-level courses can have up to 45 minutes per night of homework. A minimum amount of homework each night is not required, and faculty have the option not to assign homework each day. The 30- and 45-minute maximums should not be exceeded. All students work at a different pace, and the time guidelines are for an average student. Faculty should also keep in mind that when a class does not meet for a day during the cycle or over a weekend, this does not mean students should receive extra homework. The rotating days off in the cycle and weekends provide students with built-in days off to keep courses and coursework at a manageable pace.

Extra Help. The willingness of faculty to provide assistance to students outside of the classroom is one of the hallmarks of a school like LFA. Teachers should encourage students to seek them out and should communicate when and where they will be available. It is also appropriate to let students know that there may be certain times, after 10:30 p.m., for example, when the teacher will accept telephone calls or knocks on the door only in case of an emergency. For a struggling student, it may be appropriate to schedule a regular meeting once each cycle. If a student needs more than one regularly scheduled meeting per cycle, however, it is appropriate to discuss the situation with the Learning Resources Coordinator and Dean of Students and Academic Affairs so that they can devise a specific program of action, including a possible recommendation that the student work with a peer tutor or seek a private tutor.

LFA faculty may not operate as paid private tutors to any current LFA student.

Exams. Most classes are expected to include fall and spring semester exams. Any decision not to give a semester exam is subject to the approval of the department chair and the Dean of Students and Academic Affairs. Each semester, exams should account for 20-25 percent of the total semester grade. The exam schedule and requirements concerning the length of semester exams will be provided by the Dean of Students and Academic Affairs. It has been tradition that some second semester senior courses allow a "senior exemption" from the final exam if the student retains a B+ semester average going into the final week of school. Such a policy, however, is subject to the approval of the department chair and the Dean of Students and Academic Affairs.

All exams must be given according to the published exam schedule, which will include specific conflict arrangements. Teachers may not schedule final exams, or portions of final exams, at any time other than the published exam schedule.

Advanced Placement Courses. In Advanced Placement (AP) courses, spring semester exams are usually not given to students who took the AP exam.

During the AP examination period itself, students who take an AP exam in the morning are expected to attend their classes in the afternoon, although teachers should not expect them to have their homework completed. Students who take an AP exam in the afternoon are not expected to attend classes that morning.



Independent Study. The purpose of independent study is for students to pursue an intellectual interest that they are unable to explore fully in the curriculum currently being offered. Students must understand that independent study requires a significant commitment on their part. Independent study is not easy; it requires considerable discipline, determination, and curiosity. Students must also understand that faculty members are not obligated to take on the role of supervisor to independent study. LFA provides no compensation for the supervision of an Independent Study, and faculty should only take on a student for independent study when they are able to carry the extra responsibility, have an interest in the topic, and are convinced of the student's seriousness of purpose. Faculty should carry, at most, one Independent Study per semester. Any additional independent studies must be approved by the Dean of Students and Academic Affairs.

Students should go to the Dean of Students and Academic Affairs Office to obtain the forms needed to apply for an Independent Study.

Calendar. The Dean of Students and Academic Affairs Office and the Business Office share the responsibility for scheduling all events taking place on campus and for maintaining the subsequent master calendar. The Dean of Students and Academic Affairs Office keeps the academic calendar, and all meetings and events for faculty and students, apart from athletics, must be cleared through the Dean of Students and Academic Affairs Office to avoid conflicts. The Business Office schedules space for events hosted by outside parties in consultation with LFA administrators.

Field Trips. Teachers who are planning a field trip should seek approval from their department chair and the Dean of Students and Academic Affairs well in advance of the trip.

#### **4:2.3 Classroom Management**

A classroom should be a place of mutual respect and goodwill. To achieve this goal, the teacher should clearly communicate expectations concerning student behavior. The teacher should always remain the adult in the classroom and should treat students with respect regardless of their behavior.

LFA students are expected to be eager and cooperative students. At times, however, problems will arise in the classroom. Teachers should address these problems calmly and directly. If student behavior continues to be a problem, the teacher should ask the student to leave the classroom and either wait in the hallway until class is over or report to the Dean of Students and Academic Affairs Office to await a meeting with the teacher at the end of class. Serious problems should be reported to the department chair and the advisor and should be the subject of an incident report.

#### **4:2.4 Attendance Policy**

Teachers are expected to take attendance for their advisory and for their classes according to procedures outlined by the Dean of Students Office. Attendance must be reported electronically at the start of each period every day.

#### **4:2.5 Academic Honesty**

The principle of academic integrity is central to the life of any school in its goal of supporting effective student-teacher relationships, genuine achievement, and personal growth. Our *Student Handbook* states that students and faculty alike “commit themselves to the honest pursuit and use of knowledge.” It is important that teachers explicitly address the issue of academic honesty in class and work to make sure that students understand what sorts of activities constitute academic dishonesty.

Breaches of academic honesty, such as submitting another's homework as one's own, giving another student answers to a test or quiz, or plagiarizing a paper, are strictly prohibited. Any violation of academic honesty should be reported to the department chair and the Dean of Students and Academic Affairs, who will decide whether the case should go before the Disciplinary

Committee. The teacher should also inform the student's advisor and dorm parent, if appropriate.

Our *Student Handbook* also points out that the school disapproves of the use of *Cliff's Notes* and the Monarch series. The Handbook states that "in no way are they a substitute for the actual reading of the material."

#### **4:2.6 Grades and Reporting**

Teachers should be sure that their system of grading is fair and is explained in writing to their students. Some teachers rely on numbers to record and average grades, but teachers should not be bound by numbers. Ultimately, a grade is the teacher's appraisal of the student's overall performance in the class. The following grading scale appears in the *Student Handbook*:

A+, A, A-	Excellent achievement: outstanding overall performance
B+, B, B-	Good achievement: commendable quality of performance
C+, C, C-	Satisfactory performance: competent completion of assigned work
D+, D, D-	Minimal competency: unsatisfactory achievement
F	Failure to fulfill minimal expectations

Students may also be recognized at the end of each semester by their teachers for the quality of their performance in areas that cannot be measured by grades: enthusiasm for the subject, commitment to excellence, positive attitude, seriousness of purpose, and reliability. The designation "APL" is added to the earned letter grade in a course if a student has demonstrated these qualities during the semester. Students earn a place on the Academic Performance List (APL) when they receive an APL in three or more subjects in a semester. If a student receives an APL, there should be some reference to that in the written comment.

An Incomplete grade should only be awarded to a student in the most extraordinary of circumstances. This grade signifies that for reasons out of his or her direct control, the student was unable to complete the requirements for a particular course. An Incomplete should not be awarded when a student has not managed his/her time wisely and requests a deadline extension. Any teacher planning on awarding an Incomplete should first consult with the Dean of Faculty and Dean of Students. When an Incomplete grade is awarded at the end of the first semester, the student has no more than 14 days from the start of the second semester to complete and submit any outstanding work, at which time a letter grade will be awarded. Any student awarded an Incomplete at the end of the second semester has two weeks from the close of school to complete and submit any outstanding work. In both cases, should the student not produce the work by the stated deadline, the Incomplete grade will automatically transfer to an "F" grade. Exceptions to this rule can be made only after consultation with the Dean of Faculty, the Dean of Students and Academic Affairs, and the department chair.

At the approximate midpoint of each semester (the "interim") and at the end of each semester, the teacher will enter a formal grade and comment for each student, using Senior Systems on the computer. The comment consists of a "factors" page that provides a checklist to evaluate the quality of the student's performance, a standard comment written by the teacher describing the content of the course, and an individual comment written by the teacher about the performance of the particular student. The individual comment should summarize the student's work, provide supporting details, and conclude by recommending ways by which the student can improve his/her performance. Comments should observe behavior rather than evaluate character. For example, it's more valid to say, "John failed to turn in his homework on six of ten occasions," than to say, "John is lazy."

At a specific time during each interim, teachers will complete an informal progress report on each student in order to provide frequent and additional feedback from the teacher to the student, advisor, and parent. This progress report will go to the advisor, who will then contact the student's parent or guardian. It is helpful if teachers provide specific information on the progress report,

including an approximate grade, so that it is much easier for the advisor to make a report to the parents.

#### **4:2.7 Communication**

Effective communication is crucial to our efforts to serve our students. Fortunately, there are many systems in place to facilitate this important process. Faculty and staff are expected to check their LFA mailboxes, voice mail, and email at least once each day. They should respond promptly to any communication (within 24 hours).

Any problem, concern, or news of a student's success should be reported immediately to the student's advisor. The advisor should then notify the parents. Significant academic concerns should be reported to the Dean of Students and Academic Affairs as well. A behavioral problem or concern with a student should also be communicated to the Dean of Students.

Advisors act as the main link between families and the school. While parents may want to speak directly with teachers, the bulk of the contact rests with the advisor. Advisors should communicate with advisees' parents frequently during the year, ideally at least every two weeks. Communication between teacher and advisor and between advisor and parent should be such that parents are not suddenly surprised by interim or semester grades or by letters from the Dean of Students and Academic Affairs.

#### **4.2.8 Faculty Commitments, Attendance, and Behavior**

Teachers should attend all school commitments punctually, including Advisory, Morning Meeting, All-School Meeting, classes, coaching assignments, dormitory responsibilities, and department, committee, and faculty meetings. In addition to their scheduled commitments, teachers are expected to be readily available to students and colleagues throughout the school day. It is acceptable for faculty members to run errands or return to their on-campus residences during the school day, but only if those activities do not unduly compromise their availability to students and colleagues.

If personal business, an emergency, or illness causes a faculty member to miss school, the teacher should notify the department chair as early in the day as possible. If the department chair is unavailable, the faculty member should contact the Dean of Faculty who will, in turn, notify the department chair. Whenever possible and appropriate, the department chair will arrange for the classes of an absent teacher to be covered by another member of the faculty.

Planned absences are subject to the approval of the department chair and the Dean of Faculty.

### **4:3 Residential Responsibilities (updated)**

As a boarding school, the role of all of the faculty and staff in Lake Forest Academy's residential life program is paramount to its success and our commitment to the education of the whole child. An informed, involved, understanding dorm staff member is one of the most important elements of a successful residential life program.

Please reference the *Residential Life Handbook* to answer basic "nuts and bolts" questions for faculty and staff about residential life issues as well as to address fewer concrete elements of dorm life. The *Residential Life Handbook* is sent out each year at the start of the year and is discussed during New Employee Orientation and in dorm staff meetings, and is designed for both new dorm faculty and veteran dorm faculty. New dorm faculty will find it to be a resource for all aspects of residential life. New faculty may feel that residential life is very complicated, but the information in this handbook will soon become routine. Please note that most, but not all, residential life rules are

addressed in this handbook.

All faculty should also be well versed in the contents of the Student Handbook.

## 4:4 Co-Curricular Responsibilities (*new*)

Full-time faculty will be expected to fulfill a total of 8 points. Each point above the total of 8 will be paid through a stipend at the rate of \$1,000/point up to a maximum of 12 points.

### Point Categories:

6 pts	Teaching a 5th Class (Full Year) ( <i>Based on Dept Need <u>and</u> DOF Approval</i> )
5 pts	Coaching a sport, Working on the Winter Musical
3 pts	Working on the Fall Play, Teaching a 5th Class (One Semester) (Based on Dept Need and DOF Approval), Being the Trip Leader on a Curricular or Co-Curricular trip the prior year, Academic Department Chair or Dormitory Head, Season of Service Learning (Daily Commitment), Club Adviser to a Competition-Based Club ( <i>Approved by DOF</i> ), Coaching a PE Offering, Fitness Center Supervisor ( <i>One Season</i> ), Serving as a Class Advisor ( <i>includes Class Retreat and Student Council</i> )
2 pts	Working with the Global Concentration, Timing all sports except Swimming and Cross Country
1 pt	Timing Swimming or Cross Country, Being a Chaperone on a Curricular or Co-Curricular trip the prior year, Club & Affinity Group Adviser ( <i>Maximum of two, approved by Dir. of ResLife</i> ), College Rec Letters (for each 8 written) ( <i>Maximum of two, Awarded the following year</i> ), Chaperoning a Retreat ( <i>Senior, Freshmen</i> ), Each Class Prep More Than Two ( <i>Maximum of two</i> )

## 4:5 Athletic Responsibilities

As a boarding school that mandates athletic requirements of all students, the role of all faculty in Lake Forest Academy's athletic program is vital to its success and our commitment to the education of the whole child. An informed, passionate, caring coach is one of the most important elements of a successful athletics program.

**Appendix 4:5** sets out the *Coaches Handbook* and is designed to answer basic "nuts and bolts" questions for faculty and staff about athletic and coaching issues as well as to address fewer concrete elements of coaching. The *Coaches Handbook* is also designed for both new coaches and veteran coaches. Veteran faculty will find the handbook useful for reference. Please note that most, but not all, athletic and coaching issues are addressed in this handbook.

## 4:6 Other Responsibilities

### **4:6.1 Attending Employee Meetings**

Faculty are required to attend punctually all faculty meetings unless otherwise instructed. Faculty unable to attend a particular meeting should contact the Dean of Faculty or Head of School in advance. All faculty are required to be present at the opening faculty meetings in the fall and the final faculty meetings at the end of each semester.

#### **4:6.2 Chaperoning**

Because the school has an obligation to see that adequate adult supervision is provided for student activities and social events, certain faculty members will be asked to chaperone student activities as part of their workload, and all faculty and staff are encouraged to attend school events. All faculty need to familiarize themselves with the guidelines and expectations of supervising student and residential life at Lake Forest Academy. Faculty should refer to the *Student Handbook* and the *Residential Life Handbook* for further detail on these matters.

#### **4:6.3 Advising Clubs**

Every student group, club, or organization must have a faculty advisor. The role of the advisor is an important element to the success of the student organization and to the realization of the group's educational potential. For this reason, faculty members are asked to take responsibility for their club's organization when accepting an offer to advise, extended by either the student leaders of the club, the Dean of Faculty, or the Dean of Students. In an effort to provide consistency for each club, group, or organization, the Academy asks faculty who accept an advising role to plan to remain in the position for an extended length of time. A single-year commitment is generally discouraged unless the club is well-established and the regular advisor needs a temporary substitute.

In the interest of the club's success, the advisor is asked to share knowledge, philosophy, and insights with the club's leaders—in other words, to advise the club. Faculty advisors should attend weekly or cyclical club meetings and help develop a constitution, mission statement, and club outline with the club leaders and members.

An advisor must take seriously her/his role as club advisor and adult leader in order to provide a sense of importance and responsibility to the club itself. Without adult supervision and guidance, a club becomes merely a social gathering time for a group of teens. A club should have purpose and meaning, and the adult leader can help the students in this regard.

Attitude will determine a club's success. How an advisor perceives his/her place in the club and how he/she uses this position will determine both the success of the club and the quality of the experience for the advisor. Club advising enables faculty members to interact with students not only on a professional level, but also on a social level often not available in the classroom.

The Dean of Students is available to answer questions or give advice on how to handle a situation within a specific club.

#### **4:6.4 Fundraising**

Faculty and staff are vital members of the ongoing efforts and initiatives to raise funds for the school, but faculty and staff should never solicit someone outside of the school for a gift without the permission of the Dean of Advancement or Head of School. Fundraising activities by school clubs and classes must be approved in advance by the Student Council and the Dean of Students.

#### **4:6.5 Community Responsibilities and Courtesy**

As members of an educational and residential community, faculty and staff have numerous other responsibilities in the performance of their jobs as well as in their role as community members. Employees are responsible for maintaining a professional and appropriate presence in everything they do on campus and as representatives of the Academy, including appearance, attitude, and behavior. Employees are also responsible for being courteous to other members of the community, which includes responding promptly to invitations to Academy social functions as well as showing respect for all other members of the LFA community.

## Section 5

### ***Use of Academy Property and Facilities***

#### **5:1 General Policies**

##### ***5:1.1 Academy Property and Facilities***

It has been a long-standing policy and commitment of the Academy to be as flexible as possible concerning employees' use of Academy property and facilities. Any and all use of school property must be in accordance with the terms established by our insurance and legal advisors.

- We do not allow personal use of Academy property unless specifically authorized by the Chief Financial Officer or Head of School.
- We ask all employees to take care of Academy property and to report any problems to the department or individual responsible. If a piece of equipment or property is unsafe for use, please report it immediately.
- For your own safety and for the school's liability, all waterways are off limits to any use. Facilities staff members do patrol the lakes from time to time to ensure an adequate flow over the weir to ensure drainage through the Open Lands to the Chicago River.
- Please use property only in the manner intended and as instructed.

Failure to use Academy property appropriately and/or failure to report problems or unsafe conditions may result in disciplinary action.

For information on use of computers, the Internet, software, and the voicemail system, see Section 2:14 of this Handbook.

##### ***5:1.2 Academy Vehicles***

The Academy owns a fleet of sport/activity vans to be used for transporting students to approved sports and activities. When using these vehicles, you must abide by the guidelines below:

- Arrange for use of vans through the Athletic Department or Facilities Department. The keys to the van will be put in your mailbox. Return the keys to the box at the gym.
- Drivers of Caxy vans and minivans are to obey all Illinois laws and regulations.
- All drivers are prohibited from texting while driving. Cell phones may only be used in municipalities where they are allowed and for emergency use. If you must text or call, you must pull off the road.
- In case of an accident, there is a box behind the driver's seat that contains a notebook with emergency numbers. The registration, insurance card, and towing information are located on the far right of the visor.
- All vans and minivans have seating for a specified number of passengers and one driver. IT IS ILLEGAL TO EXCEED THESE LIMITS.
- The rear emergency door of the van is to be used for emergencies and loading of equipment only. This is not a passenger portal.
- When you are backing up a van, it is advisable to have someone on the outside of the van on the driver's side to guide you as you back up.



- Unlike the mini-vans, the vans are not like cars; they make very wide turns. Allow enough space to turn.
- Allow extra stopping distance for the van due to the weight of the vehicle.
- Use the headlights and running lights at all times when operating a school vehicle.
- When using the air conditioning, use both front and rear units to avoid over-use and burn-out of either one. When you arrive at your destination, make sure all accessories (fans, air conditioners, heaters, radio, etc.) are turned off.
- When vans and minivans are returned, pull them into the assigned parking space.
- All windows **MUST BE CLOSED** when leaving the Caxy vans and minivans; please check them before you lock the vehicle.
- Trash containers with liners are provided on each vehicle. Extra liners are in the driver's door sleeve. Please remove the trash and leave a clean vehicle.
- Please immediately report any mechanical problems or other problems to Facilities. They will make arrangements for repair or service as soon as possible.
- Please fill out a vehicle condition report before your departure and at your return, noting any damage to the vehicle. Forms are located in each vehicle.
- You may not use Academy vehicles while under the influence of drugs or alcohol or while otherwise impaired. There is no smoking or chewing of tobacco products allowed in any school vehicle.
- If you receive any tickets for parking violations or moving violations, you are personally responsible for taking care of them.

Violating this policy in any way may result in disciplinary action, up to and including termination.

### **5:1.3 Rules of the Road**

- **Speed Limit:** Unless otherwise posted, the speed limit throughout campus is 20 miles per hour.
- **Vehicle Registration:** All faculty, staff, and Sodexo employees must register their vehicles with the Business Office and will receive parking stickers. These stickers are to be mounted on the lower right-hand side (passenger seat side) of the rear window. Students receive parking hangtags to be mounted on the inside rear-view mirror. LFA Campus Safety officers are authorized to ticket cars that are not registered or do not display valid parking authorization.
- **Active Campus:** Please yield to all pedestrians. We have a lot of children on this campus. Children and students are often rushing somewhere and aren't looking out for you, so you must look out for them.
- **Parking Signs:** Please observe the parking signs and regulations. Refrain from parking in no- parking zones. The City of Lake Forest Police Department and LFA Campus Safety are authorized to ticket cars that park in locations designated as "no parking."
- **Admission/Guest Parking:** Employees should not park in the Admission/Guest Parking area to the south of Reid Hall along Wood House Drive (9 spaces on both sides of the road). We have seen an increase in the number of guests, and we have limited parking areas for guests and prospective students.
- **Fire Lanes:** Please do not park in designated Fire Lanes. We have ongoing issues with cars parking on the curve of Academy Drive near the Fitzsimmons Athletic Wing lot because parking in this area leaves insufficient space for emergency vehicles. Cars



parked here are subject to being fined and/or towed.

- Grass Lots: We do not have any permanent grass parking lots. Unless directed by a member of Facilities or Campus Safety, please do not park on the grass.
- Designated Parking:
  - Employee designated parking includes the Cressey Center and Science Center parking lots and the Atlass lot except the spaces reserved for residential faculty/staff.
  - There is also designated parking behind New Hall and to the south of Marshall Field dorm, primarily for the use of Sodexo staff and Marshall Field residential families.
  - The area behind Crown is reserved for our school bus and for the Caxy vans.
  - The lot at the Fitzsimmons Athletic Wing and the gravel lot off of Warner Drive are for day student cars and for any cars that our boarding students may have on campus.
  - The Admission/Guest parking area south of Reid Hall is for prospective student families and Academy guests (speakers, Catering clients, etc.). These spots are not for employee use during normal business hours.
- Residential Faculty Parking Areas: Residential units are allocated two reserved parking spaces per unit. Wherever possible, residential parking is situated at the residence using garages and/or driveways. For other residences, LFA has reserved two parking spaces for vehicles close to the residence. Other members of the community should respect the need for our residential faculty to use these spaces. Extra residential employee vehicles should be parked in the Warner temporary lot or the Cressey lots.
- The Well and Loading Dock: There are designated 30-minute, temporary parking spots in the Well between New Hall and Reid Hall for use by faculty, staff, and visitors going to either building. Please note there are also reserved spaces in the Well for residential faculty and for certain LFA vehicles. There is no parking at the loading dock, and this is well marked. The loading dock is an active area throughout the day and on weekends, and we cannot allow vehicles to be parked in this area.

#### **5:1.4 Return of Academy Property**

When your employment with the Academy ends, we expect you to return all Academy property clean and in good repair. This includes, but is not limited to, all manuals and guides, documents, phones, computers, equipment, keys, tools, and residences.

If you do not return a piece of property, the employee will be billed for the cost of replacing that piece of property. If you return a piece of property or if you vacate a school residence in an unclean condition or in a state of disrepair beyond normal wear and tear, the employee will be billed for the cost of cleaning and/or repair (also see Section 5:2 below). We also reserve the right to take any other lawful action necessary to recover and/or protect our property.

## **5:2 Campus Housing**

Employment at LFA may require that faculty live on campus in faculty residences owned by the school in order to perform the responsibilities of a boarding school resident adult.

It is the goal of the Academy to provide residential faculty with safe, comfortable, and attractive housing. In recent years, the Academy has devoted significant financial resources to improving the variety and quality of housing options for its teachers.

The Academy encourages residential faculty members to exhibit a substantial degree of ownership in their faculty residences. If faculty members view their campus residences as their homes, they will be more committed to the upkeep of those residences, more effective in their work at LFA, and more likely to remain at LFA. However, campus residences remain the property of the Academy, and as a result, residents must follow certain guidelines in order to protect the school's investment in these residences as well as to limit the school's financial and legal liability. **All repairs and renovations must be authorized by LFA.** (See section [5:2.6](#) for greater detail on this topic.)

### **5:2.1 Administrative Responsibility**

Housing units are assigned by the Head of School in consultation with the Dean of Faculty and the Dean of Students and Academic Affairs based on recommendations by the Faculty Advisory Committee. Faculty residences that become available due to a move by the current resident are assigned to a new resident based on three criteria: (1) the residential, academic, and administrative needs of the institution; (2) the needs of the faculty member and his or her family; and (3) the seniority of the faculty member.

Faculty residences are an integral part of the school's physical plant, and the Board of Trustees and Head of School have placed the security, maintenance, and renovation of the residences in the hands of the Chief Financial Officer (CFO). The CFO has delegated some responsibilities related to faculty residences to the Sodexo Director of Facilities, but all decisions and interactions with faculty residents are the responsibility of the CFO, Dean of Faculty and/or the Director of Human Resources. Should there be an issue concerning a campus residence that cannot be resolved between the CFO and the faculty member, either party may call upon the Dean of Faculty or the Head of School to resolve the matter.

In general, basic maintenance and repairs are overseen by the Sodexo Director of Facilities, while optional renovations are authorized by the CFO.

### **5:2.2 Moving In**

Because of ongoing summer programs, the possible need to perform maintenance work before a new resident arrives, and multiple and interconnected summer moves, new residents might not be able to occupy school housing until August although the Academy will do everything it can to accommodate their housing needs. New faculty members should liaise with the Director of Human Resources regarding all moving issues.

Faculty members who move from one LFA residence to another at their own choice are responsible for their moving expenses. Faculty members who begin their tenure at LFA as non-residential faculty members and later become residential faculty members, are responsible for their own moving expenses when they move to campus. Faculty members who move at the request of LFA may receive assistance for their moving expenses.

When a faculty member moves into a campus residence, the residence and all appliances should be clean and in good repair. The Director of Human Resources will do a walkthrough of the residence and document the condition prior to the arrival of the new resident.

### **5:2.3 Insurance**

Because the Academy does not carry property insurance on the belongings of faculty members or personal liability insurance for residents, all faculty living in Academy-owned buildings are required to purchase property and personal liability insurance (also known as "Renters Insurance"). The employee must provide a copy of his or her current policy to the CFO Office at the start of each new academic year. Failure to purchase insurance will result in the school purchasing insurance for the employee and charging the faculty member. Faculty members who do not obtain property and personal liability insurance, risk losing their residential faculty status.

#### **5:2.4 Maintenance**

Emergency maintenance requests always take precedence and will be addressed immediately. An emergency is any situation that threatens lives, could cause serious injuries, or could damage property. Examples of emergencies include (1) burning odors, smoke, or fire; (2) heating problems; (3) water or gas leaks; and (4) stopped drains or overflowing toilets. Facilities should be contacted immediately in these cases. Facilities personnel are available 24 hours a day to respond to emergencies. Office hours are from 7:00 a.m. to 3:30 p.m., Monday through Friday, and personnel can be reached after hours by calling or texting 847-997-3176.

To report routine maintenance issues, work orders should be e-mailed to [Facilities@lfanet.org](mailto:Facilities@lfanet.org). Routine maintenance issues will be handled within 1-3 days after the request is entered into the system, barring any other unforeseen emergencies and allowing for availability of materials. Issues that require more time and materials are considered project work orders and require approval by the CFO. Projects, once approved and depending on the scope of the work, can take several days to several months to complete. The Director of Human Resources will keep residents informed about the status of requests and projects.

LFA will be responsible for all lawn mowing and will also maintain or eliminate flower beds that residents do not maintain. LFA will remove snow and ice from all roads and from sidewalks that are used by students. LFA may also remove snow and ice from residential driveways and walks if time permits.

If a faculty resident loses the key to the residence, he/she will be subject to a charge of \$100 per door to re-key the locks for that residence.

#### **5:2.5 Preventive Maintenance and Annual Inspection of Residential Housing**

Facilities staff members perform routine preventive maintenance tasks to ensure that systems are in good operating condition. Such visits are scheduled in advance with the resident through email and voicemail/voice notification. Facilities will do all it can to accommodate faculty schedules and conflicts while ensuring that residences are adequately maintained.

Each year, residential faculty will be asked to complete an inventory of their residences. In addition, the Director of Human Resources will inspect each faculty residence annually in the presence of the resident. Any concerns about improper care of the residence will be raised at this time and will be part of a written report provided to the resident. The resident may be responsible for the cost of repairs that are considered the result of improper use of the residence. The purpose of the inventory and the inspection is to verify the condition of the residence and identify maintenance and renovation issues that need to be addressed. It also provides an opportunity for a conversation between the resident and the Director of Human Resources or Dean of Faculty about how the residence might be improved.

#### **5:2.6 Redecoration and Renovation of Campus Residences**

LFA budgets a specific amount of money each year for campus residential maintenance and renovation. The CFO is charged with spending these funds in an equitable manner and as outlined by the capital and operating budgets approved by the Property Committee of the Board of Trustees.

The Academy maintains the condition and appearance of faculty housing at an appropriate level while working within budget and time constraints. Redecoration and renovation are regularly scheduled by the CFO. Residents should contact the CFO to request a redecoration or renovation of their residence.

Any contemplated change to the existing housing facilities must be approved by the CFO. The types of changes referred to include all construction or reconstruction (e.g. carpentry, masonry,

electrical, plumbing, and/or heating changes), all interior decorating (e.g. painting, floor and stair refinishing or recovering, and hanging curtain rods and blinds), and any work on the exterior of the building or surrounding grounds (e.g. constructing patios and decks and installing beds and gardens).

Making changes to housing without the approval of the CFO can compromise the Academy's legal and financial security and is seen as a serious violation of our expectations of residential faculty. The resident will be liable for charges to cover the school's costs for any necessary remedial work or fines, a letter of reprimand may be placed in the employee's file, and the faculty member may lose his or her residential faculty assignment.

Occasionally, major renovation and redecoration may be executed at the faculty member's expense if desired. Under such circumstances, a number of conditions must be met:

- 1) Any work must be approved in advance by the CFO.
- 2) All proposals must be submitted in writing and, depending upon the project, a sketch or drawing must be submitted to the CFO.
- 3) All work must conform to any local, state, or federal codes that may be in force at the time the project is started.
- 4) All projects must be in keeping with the architecture and standards the Academy has established through the Property Committee of the Board of Trustees and the Facilities Department.
- 5) All work must be performed by workers approved by the Academy. In addition, all work done to an LFA residence becomes the property of LFA. The CFO will assist faculty members in meeting these conditions to the best of his or her ability at the time of the request. Sufficient time must be allocated for the above process to take place. There is no guarantee that a project will be approved.

### **5.2.7 Painting**

The LFA palette is an array of colors approved by the Faculty Advisory Committee and the CFO. Because faculty members often change residences during their time on campus, painting of residences in colors other than the approved LFA palette is highly discouraged, but any resident wishing to use a non-palette color should follow the guidelines provided in the final paragraph of this section.

Residences will be inspected when faculty members depart, and walls will be touched up as needed, unless it is determined that more extensive repainting is required. If a wall must be completely repainted, the incoming resident can choose a color from the LFA palette. If no color is chosen, the existing color or its closest match will be used in repainting.

If a wall or a room is judged not to need repainting, but a resident would like to have repainting done, the resident can request repainting and will be responsible for the cost of the paint as well as a \$200 fee per room with a new color, or \$100 per room if the resident requests the existing color (from the LFA palette).

Walls will be repainted when necessary. When walls need to be repainted, the resident will have the opportunity to select colors from the LFA palette. Upon leaving a residence, faculty members may be subject to charges if it is determined that painted surfaces in their residence have been damaged as the result of undo wear and tear or if unauthorized painting has been done. Faculty members may be charged for each room that is not in the LFA palette, upon departure of the residence, if they have not gone through the proper approval process.

It is highly recommended that residents use the LFA palette, but if a resident chooses not to use the palette, the following expectations apply:

- (1) Painting is to be done only by LFA Facilities staff or their approved subcontractors. This is for legal and insurance reasons.
- (2) The resident will supply the paint to be used and will purchase the brand of paint stipulated by the Facilities Department.
- (3) All paint for kitchens and baths will be semi-gloss; paint for all other walls will be eggshell.
- (4) Depending on the color hue, it may be necessary to use one, two or three coats for adequate coverage. All paint must be supplied by the resident. Due to space restrictions, Facilities will not warehouse any paint other than the LFA approved palette of colors.
- (5) Because of the additional work required in dealing with special requests and in returning spaces to the LFA standard colors, a non-palette painting charge of \$200 per room will be assessed for each room painted, in addition to the cost of the paint. This is an average cost of the non-standard work; the price is the same regardless of the size of the room or the number of walls to be painted.

#### **5:2.8 Residential Internet Access (new)**

Lake Forest Academy provides an internet connection to campus residents. This connection is part of the larger LFA campus network and the same restrictions and monitoring capabilities exist in residential buildings as they do in Academic buildings. If a resident wants a private internet connection, away from the LFA network, they can contact Xfinity (Comcast) to configure that connection. The resident is responsible for the cost of any private internet connections. More information about Xfinity is available from the Dean of Faculty or the IT Department.

Residential network access is extended to the entire household living on campus. The extended community members are bound by the terms of the Computer and Technology Use Policy when they use the campus network. Any remote work that requires only a standard internet connection is allowed. VPN connections and all personal network appliances are not permitted on the campus network. Exceptions will not be made to fit the requirements of any outside employer. The Lake Forest Academy IT department prioritizes supporting employees and students of the Academy. Residential internet issues will be handled on a best effort basis and as time allows.

#### **5:2.9 Animal Control**

Residents may have pets in school-owned housing provided that they recognize their responsibility to control the pets' behavior in order to ensure the health and safety of other community members and to avoid any property damage, either within their own residences or elsewhere on campus. If Academy property is damaged as a result of the presence or actions of pets, the pet owner will be billed for the cleaning and/or repair or replacement of the property.

Pet owners are liable for the behavior of their pet(s). The Academy will not accept such liability. Pet owners must keep a leash on their pets when walking around campus and obey all relevant City of Lake Forest pet regulations, including licensing their pets and picking up their pets' waste immediately and disposing of it properly. Failure to do so may result in city violations and attendant penalties, including loss of pet(s).

Pet owners are restricted to having no more than two dogs or two cats or three of any combination. This limitation is due to the relatively small sizes of the residences on campus. Current residents and their pets are grandfathered as of August 1, 2009, but must adhere to the limitation on total

pets for any new additions. "Exotic" pets, as defined by the City of Lake Forest, are not permitted in campus residences without the advance permission of the CFO. It is against the laws of the City of Lake Forest to maintain any dangerous animals.

Out of respect for people with fears of or allergies to animals, pets must be restricted to faculty residences and outdoor areas. This restriction does not apply to service animals such as seeing-eye dogs.

#### **5:2.10 Extended Absences and Extended Stays**

Residential faculty members who will be away from their residences for longer than two days must report their absence to Campus Safety so that the residence can be supervised and so that Facilities will know how to respond to any emergency situation. Residents are also welcome to report shorter absences.

Employees must get permission from the CFO for relatives who are not a part of the immediate family or guests to live in a campus residence for more than one (1) week, including summers.

#### **5:2.11 Emergency Warning Systems**

Residents should be aware of two warning systems on campus. Thor Guard is the school's lightning warning system. This system operates by sampling the air for ionized particles. High concentrations of ionized air are a good indicator of lightning strikes. Our system is set to sample in a 2-mile radius. The system is operational 24 hours a day. When triggered, there is 1 long horn blast. This is accompanied by a flashing strobe light. There are units mounted on the roof of Corbin and just east of the football field. When the storm passes and there is an all-clear condition, there are 3 short horn blasts. The sounding of the horn is not a guarantee of lightning strikes, and absence of the horn signal does not mean there can't be lightning strikes. But, if the siren sounds, you should move indoors and away from windows. If teams are practicing when the siren goes off, they must leave the playing field. The second warning system is the City of Lake Forest emergency broadcast system. This system is an audible speaker located at the east edge of our property, near the detention pond. This system is operated by city officials when there is an emergency situation.

#### **5:2.12 Outside Interests**

Employees residing in LFA-supplied housing are not permitted to operate unaffiliated businesses out of their residences. Tax laws regarding school housing are very specific about this constraint.

#### **5:2.13 Leaving Campus Housing**

Employees who leave the employ of LFA move at their own expense and should vacate their residences no later than 10 days after the spring semester final faculty meeting. In exceptional cases, the CFO may allow additional time to vacate. Otherwise, the resident must depart on schedule.

All residents who leave school housing are required to notify the Director of Human Resources when they plan to vacate their residences. This information is critical to the Academy's task of scheduling summer moving dates. The Director of Human Resources will arrange for an inspection of the residence in the presence of the resident to determine whether or not there has been damage beyond normal wear and tear since the last inspection.

Residents are expected to leave their residences clean and in good condition. Residents will be billed for any cleaning or repair costs if the residence is not clean and in good condition as determined by the CFO. Residents will also be billed for any destruction of Academy property as a result of actions outside of normal wear and tear as well as for the restoration of any rooms or decorations that have been altered and/or reconfigured without the explicit approval of the CFO.



# Lake Forest Academy



## Emergency Guide

### Emergency Contacts {cell phone numbers}

Police/Fire/Rescue	911
Poison Control	911
Police Non-emergency	847 234-2601, #9
Lake Forest Academy Security	847-997-3685
Dean of Students Office	847-615-3248 {919-749-5873}
Lake Forest Academy Health Ctr	847-615-3253 {847-507-4728}
Lake Forest Academy On-Call	{847-997-0291}
Student Counseling	{312-259-5788} Mrs Dalia {847-812-9797} Mrs Madeley
Lake Forest Academy Facilities	<a href="mailto:facilities@lfanet.org">facilities@lfanet.org</a>
Information Technology Services	<a href="mailto:helpdesk@lfanet.org">helpdesk@lfanet.org</a>
Lake Forest Academy Home Page	<a href="http://www.lfanet.org">www.lfanet.org</a>

### [Anonymous Tip Report Link](#)

Student emergency mobile app: **Safe2SpeakUP**

Adult emergency mobile app: **Crisis Go**

### Dorm Phones

Atlass 1:	847-997-0498
Atlass 2:	847-997-2687
Ferry Hall:	224-300-3047
Field 1:	847-997-0462
Field 2:	847-997-2685
Mac:	847-997-0463
Warner:	847-997-0469



## Medical Emergency

- Notify 911, Campus Safety, and/or a Lake Forest Academy adult immediately.
- Do not attempt to move the victim unless he/she is in danger of further injury.
- Properly trained individuals should begin CPR for an unresponsive victim who is not breathing normally.
- Properly trained individuals should commence first-aid while awaiting an ambulance, particularly to stop heavy bleeding.
- If alcohol poisoning is suspected, keep the person awake.

## Mental Health Emergency

In the event of overtly threatening behavior constituting an immediate threat to self or others, notify 911, Campus Safety, and/or a Lake Forest Academy adult immediately.

In non-emergency situations, refer students to the Therapists or the Health Center.

- Express your concerns directly to the individual.
- Make a referral in the presence of the individual and offer to accompany them.

Watch for changes in behavior, such as:

- significant changes in academic or work performance;
- changes in hygiene, speech, attentiveness or social interaction;
- excessive drinking or drug use;
- severe loss of emotional control;
- high levels of irritability;
- impaired speech or garbled/disjointed thoughts;
- excessively morbid, violent or depressing themes in written assignments;
- verbal expression of suicidal or violent thoughts.

## Menacing Behavior

- Stay calm and unhurried in your response to the person.
- Be empathetic and show your concern.
- Try to sit down with the person, as sitting is a less aggressive posture than standing or moving around.
- Be helpful. Schedule an appointment for a later time, take notes.
- Provide positive feedback such as, "We can get this straightened out," or "I'm glad you're telling me how you feel about this."
- Stay out of arm's reach.
- Limit eye contact.
- Do not argue, yell or joke.
- Do not touch the person.

If the individual's level of agitation increases, attempt the following:

- Leave the scene.
- Notify Campus Safety, a Lake Forest Academy adult, and/or 911 immediately.
- If you leave the scene, alert others that there is trouble.
- If the menacing person leaves, you must alert a Lake Forest Academy adult immediately and/or the Police. Do not allow menacing behavior to go unreported.

## Suspicious Mail/Packages

- Do not use a cell phone as it can trigger an explosive device.
- Do not move, open, cover or interfere with the package.
- Move away from suspicious items.
- Notify Campus Safety, a Lake Forest Academy adult, and/or 911 from a safe location.
- Follow police instructions.

Some typical characteristics which ought to trigger suspicion include letters or parcels that:

- Have any powdery substance on the outside.

- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address, or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have strange odors or stains.

## Violent Crime in Progress

If exiting the building is possible:

- Exit the building immediately.
- Notify others as you exit the building.
- Be aware of your surroundings.
- Move away from the school buildings and near natural or man-made obstructions. Stay out of sight.
- Notify Lake Forest Police at 911 immediately upon reaching a safe location.

If exiting the building is not possible:

- Go to the nearest room or office.
- Close and lock the door.
- If possible, cover the door windows.
- Keep quiet and act as if no one is in the room. If necessary, you can flip the furniture in the room to create obstructions and stay out of sight.
- DO NOT answer the door or leave the room for any reason.
- Do not use your phone except to notify Lake Forest Police at 911.

\*\*\* If a lockdown was necessary then we would communicate that electronically via text message.

## Fire

- Alert people in the immediate area of the fire and evacuate.
- Activate a fire alarm by pulling on an alarm box.
- Notify Campus Safety, a Lake Forest Academy adult, and/or 911 immediately
- Notify 911 to report the location and size of the fire. Always call from a safe location.
- Confine the fire by closing doors as you leave.
- Evacuate the building. Do not use elevators unless directed to do so by authorized emergency personnel.
- Do not re-enter the building until authorized emergency personnel give the "all clear" signal.
- If smoke, heat or flames block your exit routes, stay in the room with the door closed.
- Signal for help using a bright-colored cloth at the window.
- If there is a telephone in the room, call 911 to alert authorities of your situation.
- Report all fires, even those which have been extinguished, to the Fire Department.

Note: There are different types of fire extinguishers for use on different types of fires. Familiarize yourself with the type and operation of fire extinguishers in your work area.

**LAKE FOREST ACADEMY  
FIRE & EVACUATION INSTRUCTIONS**

## **Academic Day**

**Plan for evacuation of Corbin, Korhumel, Reid Hall, JCC Student Center, Cressey Center, Reyes Science Center, New Hall, Fitzsimmons, and Crown during the academic day.**

When the emergency alarm sounds, it is important to clear all buildings, and to organize and take attendance of all students.

All faculty, staff, and students are to follow the general instructions below.

### **General Instructions:**

1. Students should leave classrooms once alarms sound and proceed to designated areas described below.
2. Teachers should bring up the rear, after closing classroom doors. **Classroom teachers should bring their attendance rosters.**
3. Upon arrival at designated areas, student should group themselves with their classroom teachers.
4. Classroom teachers should take attendance.
5. Classroom teachers should report any missing students to the member of the Deans Office who is in charge of the area.
6. The member of the Deans Office who is in charge of the area will then report any missing students to the Fire Department command center.
7. Faculty and Students should remain quiet and at the designated area until further notice.

### **Routes:**

#### **Upper Corbin Classrooms and Offices:**

Faculty, staff, and students should proceed towards Reid Hall, exiting out the north doors and gather in front of New Hall.

**Secondary route: If the above route is blocked** - Faculty, staff, and students should proceed out the nearest exit that leads to the Bowditch Bell. They should then gather on the baseball field.

#### **Lower Corbin Classrooms and Offices:**

Faculty, staff, and students should proceed out the nearest exit that leads to the Bowditch Bell. They should then gather on the baseball field.

**Secondary route: If the above route is blocked** - Faculty, staff, and students should proceed towards Reid Hall, exiting out the north doors and gather in front of New Hall.

#### **Upper Korhumel Classrooms and College Counseling:**

Faculty, staff, and students should proceed down the first staircase and exit the doors beneath the Corbin Bridge. They should then gather on the baseball field.

**Secondary route: If the above route is blocked** - Faculty, staff, and students should proceed towards Reid Hall, exiting out the north doors and gather in front of New Hall.

#### **Lower Korhumel:**

Faculty, staff, and students should go out the glass door off the commons and gather on the baseball field.

**Secondary route: If the above route is blocked** - Faculty, staff, and students should exit through the door beneath the Corbin Bridge. They should then gather on the baseball field.

**Upper and Lower Reid Hall (including the Health Services Hallway):**

Faculty, staff, and students should exit through the back doors of Reid Hall and gather in the Formal Gardens.

**Secondary route: If the above route is blocked** - Faculty, staff, and students should exit towards the Student Center and gather on the field there or go out the front doors and gather on the baseball field by the Bowditch Bell.

**JCC Student Center:**

Faculty, staff, and students should exit the building via the front or side doors and gather on the quad field.

**Secondary route: If the above route is blocked** - Faculty, staff, and students should exit towards the rear of the building via the basement and then gather in the Formal Gardens behind Marshall Field.

**New Hall and Orchestra Room:**

Faculty, staff, and students should exit towards the Student Center and gather on the field there.

**Secondary route: If the above route is blocked** - Faculty, staff, and students should exit through the back doors towards Reid Hall and gather in the Formal Gardens.

**Cressey Center and Science Center:**

Faculty, staff, and students should exit towards the Student Center and gather on the field there.

**Secondary route: If the above route is blocked** – Faculty, staff, and students should exit towards the parking lot and then gather down in front of Atlass Hall.

**Fitzsimmons (including Mackenzie Ice Arena) and Crown:**

Faculty, staff, and students should exit towards the parking lots and gather on the outdoor basketball court.

**Secondary route: If the above route is blocked** – Faculty, staff, and students should exit towards the sides or back of the building and then gather on the track.

## **DORMITORY FIRE & EVACUATION PLANS**

### **Plan for the evacuation of the dormitories after the academic day**

When the emergency alarm sounds, it is important to clear all buildings, and to organize and take attendance of all students.

All faculty, staff, and students are to follow the general instructions below.

#### **General Instructions**

1. Close all windows.
2. Turn off lights.
3. Close door to room.
4. Walk quietly away from building to assigned area.
5. Remain with the group for attendance. Dorm parents will take a full attendance of all students. Any missing students shall be reported by the Dorm Master to the Fire Department command center.
6. Do not return to the dormitory until instructed to do so.

#### **Routes**

##### **Atlass:**

Faculty, staff, and students should proceed down the center or end staircases and leave the building on the non-parking lot side. They should gather in front of the dorm on the quad field.

**Secondary route: If the above route is blocked** – Faculty, staff, and all students should proceed down the center or end staircases and leave the building on the parking lot side (main entrance door). They should gather in the tennis courts.

##### **Marshall Field:**

Faculty, staff, and students should proceed down the halls of the dormitory and leave out the north or east doorways. They should then gather in front of the dorm by the quad field.

**Secondary route: If the above route is blocked** – Faculty, staff, and students should exit through the fire exits off of main hallways. They should then gather in front of the dorm by the quad field.

##### **McIntosh:**

Faculty, staff, and students should proceed down the hallway and leave by the front door. They should then gather in front of the dorm by the quad field.

**Secondary route: If the above route is blocked** – Faculty, staff, and students should leave through the commons room door. They should then gather in front of the dorm by the quad field.

##### **Warner:**

Faculty, staff, and students should leave from the front door or emergency stairwells upstairs, and gather in front of the dorm on the grass by Academy Woods.

**Secondary route: If the above route is blocked** – Faculty, staff, and students should leave through the rear door or kitchen door and then gather in front of the dorm on the grass by Academy Woods.

##### **Ferry Hall:**

Faculty, staff, and students should proceed down the hallways and leave via the front door. They should then gather in front of the dorm on the quad field.

**Secondary route: If the above route is blocked** – Faculty, staff, and students should leave through the end staircases and gather in front of the dorm by the quad field.

## Bomb Threat

All bomb threats are to be taken seriously. Notify Campus Safety, a Lake Forest Academy adult, and/or 911 immediately.

If you receive a bomb threat by telephone, remain calm, write down the caller's exact words and note the time of the call. Check for caller ID information and try to write it down. Ask the caller:

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- What is your name and address?

If you receive a bomb threat in written form:

- Notify Campus Safety first and/or 911 immediately.
- Notify a Lake Forest Academy adult who will contact 911.
- Do a quick visual inspection of your area. Do not touch or move any suspicious objects.
- Do not use radios, pagers or cell phones as they can trigger an explosive device.
- If you are told to evacuate the area by authorized emergency personnel, take your notes about the call with you.

## Explosions

- Notify the Lake Forest Fire Department and/or Lake Forest Police at 911 immediately.
- Take cover under sturdy furniture or evacuate the building if directed to do so by authorized emergency personnel.
- Do not use elevators and be careful of fallen debris, glass or heavy objects that might be about to fall.
- If possible, move away from the site of the hazard to a safe location.
- Do not use cell phones or any electrical device that could spark further explosions.
- Signal for help by shouting or hanging an article of clothing from a window, but do not linger by windows.

## Utilities

In the event of a major utility failure during regular business hours, go to a safe location and notify Campus Safety at 847-997-3685 or Building Services at 847-615-3200 or the On-Call phone at 847-997-0291.

### Electrical Outage

- Remain calm and, as long as there is no imminent danger, try to remain where you are. The dormitories and the facilities department have high-powered flashlights.
- Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.
- In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.

### Gas Leak/Unusual Odors

- Alert Campus Safety or a Lake Forest Academy adult immediately.
- Cease all operations immediately.
- Do not use cell phones or other electronic equipment.
- Do not switch lights on or off.
- Evacuate as soon as possible.

## **Flooding/Plumbing Failure**

- Alert a Lake Forest Academy adult immediately
- Cease using all electrical equipment.
- Avoid contact with the water.
- Evacuate the building.

## **Hazardous Materials**

### **In school incident:**

- Call 911
- Notify Campus Safety and/or the Dean of Students Office who will notify the Head of School and Facilities Director.
- Seal off area of leak/spill and isolate the area by closing doors or cordoning it off
- Do not touch the material
- Take charge of the area until fire personnel arrive.
- Fire officer in charge will recommend shelter or evacuation actions
- Follow procedures for sheltering or evacuation

### **Incident occurred near school property:**

- Fire or Police will notify Lake Forest Academy
- Fire officer in charge of the scene will recommend shelter or evacuation actions
- Follow procedures for sheltering or evacuation

### **Radiological Incident:**

The Zion Power Plant is not a fully operative facility, but after the event of September 11, 2001 there is still a possibility of a threat for a radiological incident. In the event of an actual incident, appropriate warnings and instructions will be broadcast over the state Emergency Alarm System (EAS). The school will be notified if radiological release requires protective actions.

## **Evacuation**

Leave your building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel and meet in the locations designated for fire drills.

- Follow normal fire drill procedures
- Notify others on your way out, but stay with your classmates or dorm mates.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning, and heating system.
- Secure hazardous operations if possible.
- Take important personal items (just what you can grab).
- Close doors behind the last person out.
- Walk quickly to the nearest safe exit.
- Do not use elevators unless authorized emergency personnel tell you to do so.
- Do not re-enter the building until authorized emergency personnel give the "all clear" signal.
- Report any missing or trapped persons to authorized emergency personnel.
- Move away from the building.
- Go to your evacuation meeting site and sign in. Even if you were not in your building when it was evacuated, go to your evacuation meeting site so you will be accounted for.

If you are required to leave the building immediately but are unable to (because of a physical disability, injury or obstruction):

- Go to the nearest area where there are no hazards.
- Notify Campus Safety, a Lake Forest Academy adult, and/or 911.
- Signal out the window to emergency responders if possible.
- Remain calm, responders will arrive.



## Relocation Centers:

- The primary site is located close to the school. The secondary site is located further away from school in case of a community-wide emergency.

Primary: LFHS West Campus (at the corner of Route 60 and Route 43) 300 S. Waukegan Rd., Lake Forest, Illinois 60045

Secondary: Hawthorn Mall (Route 60 in Vernon Hills)  
122 Hawthorn Center, Vernon Hills, Illinois 60061

## Evacuating Persons with Disabilities

Instructors and supervisors should be proactive and be aware of people who will need assistance.

Assisting Blind/Visually Impaired:

- Clearly announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, and alert him/her to obstacles along the way.

Assisting Deaf/Hearing Impaired:

- Turn lights on and off to gain the person's attention.
- Indicate directions with gestures or a written note.

Assisting Mobility-Impaired/Wheelchair Users:

- Elevators should not be used to move people with disabilities.
- Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairway or designated areas for rescue assistance.
- One individual should remain with the person(s) if it can be done without unreasonable personal risk.  
Others should advise emergency personnel of the location so that the evacuation can be completed.
- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per his/her instructions.

## Weather Emergencies

### Thunderstorms

- Move inside.
- Stay away from windows
- Draw shades or blinds to reduce injury from flying glass.
- Minimize use of electric appliances, including cell phones, computers, etc.

### Weather Closing Information

As a boarding school, Lake Forest Academy holds its daily classes and extracurricular activities as scheduled during winter weather. However, we recognize that day parents may have some concerns about their students' personal safety with regard to transportation issues. Therefore, we ask that you communicate directly to the Dean of Students Office any absence due to the weather by calling the attendance line (847-615-3283) before 9:00 am. If weather issues arise during the school day or if you have other questions, you should contact the Dean of Students Office.

Information regarding weather closings is communicated via email as well as to the emergency closings center which displays that information on the television. Information may also be broadcast by means of our automated broadcast system that will call the phone numbers we have entered in our system.

## Tornados: Classrooms and Office Procedures

A tornado watch (not a tornado warning) is meant to alert residents in a specific area that tornados are possible. A tornado warning, which under all circumstances should be taken with the utmost seriousness, is issued when a tornado is actually spotted. A tornado warning will be issued by the sounding of an air horn.

### Reid Hall

Proceed to the basement. If you cannot get to the basement safely, proceed to the hallway by the mailroom. Stay between the nurse's staircase and the kitchen doors. Avoid all windows and doors. If it is impossible to get to this space, go to an interior hallway on the ground floor. Remain there until you are told it is safe to leave.

### Corbin and Korhumel

Proceed to the basement. If you cannot get to the basement safely, proceed to the ground level of Corbin or Korhumel. Do not go outside, and stay away from all doors. Remain there until you are told it is safe to leave.

### Cressey Arts Center

Proceed to the basement. If it is impossible to get to this space, go to an interior hallway on the ground floor. Avoid all windows and doors and remain there until you are told it is safe to leave.

### Reyes Science Center

Proceed to the basement. Avoid all windows and doors. If it is impossible to get to this space, go to an interior hallway or interior classroom on the ground floor. Remain there until you are told it is safe to leave.

### JCC Student Center

Proceed to the basement. If you cannot get to the basement safely, proceed to an interior hallway or area within the kitchen space. Avoid all windows and doors. Remain there until you are told it is safe to leave.

### New Hall and Orchestra Room

Proceed to the basement in Reid Hall. If it is impossible to get to this space, go to the middle of the room in Hutch to be away from all windows and doors. Seek coverage under tables and remain there until you are told it is safe to leave.

### Crown and Fitzsimmons

Proceed to the locker rooms in either building. If it is impossible to get to this space, go to the interior hallway between the ice rink and locker rooms in Fitzsimmons. Avoid all windows and doors and remain there until you are told it is safe to leave.

***Please note that if a severe weather threat involving tornados was forecast that we would be monitoring the situation extremely closely and we would have campus safety unlock the basement doors in case we needed to access those areas.***

## Tornados: Dorm Procedures

A tornado watch (not a tornado warning) is meant to alert residents in a specific area that tornados are possible. A tornado warning, which under all circumstances should be taken with the utmost seriousness, is issued when a tornado is actually spotted. A tornado warning will be issued by the sounding of an air horn.

### **Atlass**

Proceed to the basement of the dorm and remain there until you are told it is safe to leave. If you cannot get to the basement safely, go to the hallways on the 1<sup>st</sup> floor. Close the doors to the dorm rooms and at the ends of the hallways. Remain there until you are told it is safe to leave.

### **Marshall Field**

Proceed to the basement of the dorm and remain there until you are told it is safe to leave. If you cannot get to the basement safely, go to the hallways on North or East. Close the doors to the dorm rooms and at the ends of the hallways. Remain there until you are told it is safe to leave.

### **Warner**

Proceed to the basement of the dorm and remain there until you are told it is safe to leave. If you cannot safely get to the basement, go to the hallway on the lower floor near the laundry room and bathroom. Close the doors to the dorm rooms and stay away from the outer doors. Remain there until you are told it is safe to leave.

### **McIntosh**

Proceed to the basement of the dorm and remain there until you are told it is safe to leave. If you cannot get to the basement safely, go to the East hallway (by the kitchen). Close the dorm room doors and gather near the interior walls. Remain there until you are told it is safe to leave.

### **Ferry Hall**

Proceed to the basement of the dorm and remain there until you are told it is safe to leave. If you cannot get to the basement safely, go to the hallways on the 1<sup>st</sup> floor. Close the doors to the dorm rooms and at the ends of the hallways. Remain there until you are told it is safe to leave.

# Automatic External Defibrillators (AED)

## Lake Forest Academy Campus 2023

- Atlass Dorm: 1st floor; by stairs to basement, East entrance\*
- Baseball Field: Attached to shed, next to bleachers on 1st base side
- Corbin: 2nd floor; On top of staircase, across the hall from the Dean of Students Office\*
- Cressey Center: East staircase wall, near the restrooms\*
- Crown: 1st floor; By room #161, lobby, and vending area, East entrance\*
- Crown: 2nd floor; Morrison Fitness Center, behind desk, hanging along window, portable
- Crown: Swimming pool hallway
- Ferry Hall: 1st floor; Beginning of the right hallway, across from the staff bathroom\*
- Fitzsimmons: Athletic Training Room #126\*
- Fitzsimmons: Main hall outside Mengel Meeting Room #103
- Fitzsimmons: Athletic Trainer; red backpack, portable
- Hockey Rink: East wall between bleachers and warming room\*
- JCC Student Center: 2nd floor; North facing wall of Family Dining Center\*
- Marshall Field Dorm: 1st floor; By kitchen area\*
- McIntosh Dorm: By kitchen, facing the front entrance\*
- New Hall: Next to the New Hall Conference Room
- Reid Hall: 1st floor; right of the Grand Staircase\*
- Reid Hall: 2nd floor; top of the Nurse's staircase\*
- Reyes Science Center: 1st floor; left of elevator\*
- Reyes Science Center: 2nd floor; outside of Lab #202\*
- Reyes Science Center: Basement outside of System Engineering Lab #007\*
- Security: Car; portable, (847) 997-3685
- Soccer Fields: Between the turf field and soccer field, red box with yellow pole
- Track: Southwest side of stadium, within the fence, near finish line
- Warner Dorm: 1st floor; just inside front entrance\*

\*AED holders also contain a "Public Access Bleeding Control Kit"



# LAKE FOREST ACADEMY

Midwestern Heart. Global Mind.

# CAMPUS MAP

↓ Faculty Circle/Route 60 ← Chicago → North/Wisconsin ↑ 94 Highway



- 1. Reid Hall/Armour House
- 2. Formal Gardens & Pagoda
- 3. Admissions & Guest Parking
- 4. Wood House
- 5. The Bowditch Bell
- 6. Korhumel Wing
- 7. Corbin Academic Center
- 8. The Cressey Center for the Arts
- 9. The Reyes Family Science Center
- 10. Atlass Hall

- 11. New Hall
- 12. Community Health Center
- 13. JC Cowart Student Center
- 14. Silver Family Green
- 15. Marshall Field House
- 16. Durand Cottage
- 17. Ferry Hall
- 18. West Village
- 19. Weinbrenner House
- 20. McIntosh Cottage

- 21. Richards Cottage
- 22. Facilities
- 23. Glore Memorial Gymnasium & Pool
- 24. Crown Fitness & Wellness Center
- 25. James P. Fitzsimmons Athletic Wing
- 26. MacKenzie Ice Arena
- 27. Deborah MacKenzie Turf Fields
- 28. Warner House

## Appendix 3:2.1

### ***Faculty Salary Scale 2023-2024***

<u>Yrs of Exp</u>	<u>Quintile 1</u>	<u>Quintile 5</u>	<u>Yrs of Exp</u>	<u>Quintile 1</u>	<u>Quintile 5</u>
0	36,979	47,023	23	67,021	85,225
1	38,702	49,214	24	67,905	86,349
2	40,425	51,405	25	68,788	87,472
3	41,971	53,371	26	69,672	88,596
4	43,429	55,225	27	70,555	89,719
5	44,754	56,910	28	71,439	90,843
6	46,124	58,652	29	72,323	91,967
7	47,494	60,394	30	73,206	93,090
8	48,863	62,135	31	74,090	94,214
9	50,233	63,877	32	74,973	95,337
10	51,602	65,618	33	75,857	96,461
11	52,972	67,360	34	76,741	97,585
12	54,297	69,045	35	77,580	98,652
13	55,534	70,618	36	78,243	99,495
14	56,727	72,135	37	78,905	100,337
15	57,876	73,596	38	79,568	101,180
16	59,024	75,056	39	80,231	102,023
17	60,173	76,517	40	80,894	102,866
18	61,322	77,978	41	81,556	103,708
19	62,426	79,382	42	82,219	104,551
20	63,575	80,843	43	82,749	105,225
21	64,768	82,360	44	83,191	105,787
22	65,917	83,821			

## Appendix 4:4

# Coach Manual



**"LAKE FOREST ACADEMY: A Tradition of Sports Excellence since 1857"**



Lake Forest Academy and Ferry Hall, share a proud, 150-year old tradition of excellence in sports. Today's athletic program builds on that legacy and serves as an extension of the school's mission to foster Character, Scholarship, Citizenship and Responsibility in every LFA student. We believe that commitment to excellence in both academics and athletics are important and mutually compatible goals for the Academy.

Our athletic program offers a wide range of athletic opportunities, from preparing for collegiate athletics to physical fitness and individual development. The essence of our program is the promotion of sportsmanship, through participation and effort. Whether it is varsity athletics, physical education, or general recreation, we honor participation and achievement and, foremost, we commend effort.

We strive to find success, not just measured in victories, but also in the individual development of each athlete. We take pride in the diversity of our student athletes and promote the value of lifelong physical fitness and teamwork. Our coaches support the Academy's athletic mission by consistently challenging students to reach their potential as students and as athletes. We seek excellence in both the athletic arena and in the academic realm and we take great pride in the students who excel in both areas. Our scholar athletes are a part of an athletic tradition that is mission centered, rooted in the fundamental ideals of our school community, and we foster the understanding that teamwork, healthy competition, and sportsmanship are skill sets that will aid our student athletes in becoming lifelong contributors to society.

## **Program Goals:**

1. Produce Teams that are competitive and strive to win.
2. Field multiple team and individual sports.
3. Build competitive teams in all sports.
4. Provide adequate athletic facilities that will serve the entire LFA Community.
5. Encourage Teamwork, team building and sportsmanship by teaching student athletes to be graceful in both victory and defeat.
6. Teach student athletes the lifelong value of healthy competition, teamwork, honesty in sports and leadership as skills that will help them to become global citizens.
7. Provide equitable athletic opportunities for all students.

### ***Code of Ethics and Conduct:***

The Purpose of this code of ethics and conduct is to define what "fair played" means and to provide guidelines for our athletes, and coaches.

Proper conduct and good sportsmanship – at the heart of this matter lie several terms which are often hard to define – yet no more important task confronts teachers and coaches than to set standards which are fair and honorable. Throughout this code, when such terms as "proper conduct" and "good sportsmanship" are mentioned, they refer to such standards as these:

- Treat others as you know they should be treated and as you wish them to treat you.
- Regard the rules of the game as agreements, the spirit and letter of which you should not evade or break.
- Treat officials and opponents with respect.
- Accept absolutely and without quarrel the final decision of any official.

- Honor visiting teams and spectators as your own guests and treat them as such. Likewise behave as an honored guest yourself when you visit a school.
- Be gracious in victory and in defeat.
- Be as cooperative as you are competitive.
- Remember that your actions on and off the field reflect on you and our school.

***Guidelines for Coaches:***

- Sports belong to the players. Always put the welfare of the game and the players above your own personal gain.
- Never allow your demands to interfere with the players' academic progress.
- Coaches shall support organizational decisions of all policies, rules and regulations.
- Any disagreements that may happen within the coaching staff shall be done in private and will be done in a professional manner. These discussions should not take place in front of a player or the team.
- Coaches shall remember that the behavior of a team can reflect the coach's own manner, attitudes, temperament and approach to athletics. Coaches shall conduct themselves in a way which brings respect to themselves, their team, their sport and to the Academy.
- Coaches should reach out to the local constituencies in an effort to promote the LFA name as well as to reach out to prospective students.
- Coaches should work side by side with the admissions department and be available to meet prospective students and parents whenever possible.

***Guidelines for Players:***

- Players shall at all times represent themselves and their school with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged, but disrespect for opponents is NOT acceptable behavior on the field of play.
- They shall comply fully with the rulings of the officials. In no way, either by voice, action or gesture, shall they demonstrate their dissatisfaction with the decisions made.
- Shall respect the rules of the game and always play within the rules of the game.

***Professional Development:***

- Coaches are strongly encouraged to seek out Professional Development within the area in which they coach.
- When applicable, coaches should get certified within the sport they coach.
- Coaches should contact the Athletic Director and the Dean of Faculty for Professional Development expenses.

## **Athletic Policy**

In keeping with the traditional independent college preparatory school philosophy, Lake Forest Academy believes that a strong athletic program is an essential complement to its academic

program. The feeling of physical well-being along with the lessons in the commitment, sportsmanship, self-discipline and teamwork that come from this type of participation, are benefits that the academy holds in high regard.

Freshmen and sophomores are required to participate in the athletic program three seasons per year. Freshmen and sophomores may choose the winter play as a PE option. Juniors and seniors are expected to participate in two seasons per year and are encouraged to play in the third. All students are required to play on at least one interscholastic team per year. A student may choose to be manager or trainer to fulfill this requirement.

For a student who has demonstrated outstanding effort and achievement in a particular athletic area not offered at Lake Forest Academy, the Athletic Department in conjunction with the Dean of Students office may grant a waiver to allow that student to continue his or her activity in lieu of the athletic requirement. Full year waivers will only be granted in unique circumstances. In order to be considered for a waiver, the student must fill out the athletic waiver form found in the Athletics office.

***Unexcused Absence:***

All unexcused absences must be reported to the Dean of Students office.

***Physical Education Class:***

Students must participate in 80% of the classes in order to receive a passing credit for their requirement.

Students who fail Physical Education class:

- Freshmen and Sophomores: Must make up the classes during the junior and senior years.
- Juniors and Seniors: Must make up the season within the school year and/or satisfy the Athletic Department with an acceptable alternative.

***No Quit Policy:***

Lake Forest employs a “no quit” policy as regards to all athletic commitments of its students. This policy requires every student to fulfill his or her seasonal commitment to any athletic team or activity. If the coach and the student come to an agreement about leaving the program it must be followed up with a meeting with the Athletic Director for approval. Students will be given no more than one 5-day practice period to determine if their choice is the correct one for that particular season. If they choose to switch sports or activities after the 5-day practice season they must ask permission from the Athletic Director and coaches.

## **Procedures**

***Budget:***

The Budget is prepared by the Athletic Department.

***Pre-Season:***

- The Head Coach from each program will have a meeting with the Athletic Director and discuss the upcoming season.
- The Head Coach will meet with all coaches within their program.

***Equipment / Uniforms:***

- The Head Coach will work with the Athletic Director reviewing the budget and the needs of his/her program.
- The Head Coach will meet with the Athletic Department before the season begins to prepare for and set up for the upcoming season.
- All coaches will contact our Athletic Trainer and set up a time to receive uniforms and practice gear in a timely manner.
- All purchases of any kind will be done through the Athletic Department.
- The Head Coach should keep an inventory of his/her equipment.

***Scheduling:***

- All scheduling is to be done by or through the Athletic Department.
- Coaches are encouraged to communicate freely with the Athletic Director in working out the best possible schedule.
- We ask that coaches foster relationships with opposing coaches and schools in order to help facilitate the scheduling process with understanding that all scheduling changes go through the Athletic Department.

***Fitness Center:***

- Coaches are encouraged to bring their team into the fitness center throughout the season.
- Coaches will work with the Fitness Manager about scheduling their teams into the fitness center.
- The Fitness Manager will work with the Coaches on producing a work out for each athlete and team. There will be an in-season and off-season workout for all our athletes.

***Practices:***

- Only LFA students with an MEA can participate in a practice or a game.
- Practices shall not exceed the 2-hour limit.
- All pre-season and weekend practices must meet the approval of the Athletic Director.
- After the 5-day grace period all coaches must email a roster.
- Coaches should be on time and have equipment ready. Coaches are personally responsible for all equipment each day. Be sure to leave the practice area neat and put all equipment away.
- All coaches should have a lesson plan for each and every practice.
- We will have a site director available each day for the coach's convenience however if you need something please ask for it no later than the morning of.

***Home Games:***

- Coaches should have obtained all equipment that is needed for the game.
- Coaches should be on hand to greet visiting teams, and to greet officials.
- After the game, everything on the playing field should be neat and picked up.

- If a game is going later than estimated the coach must notify someone from the athletic department to allow for meal money for boarding students.
- All Varsity games must be reported through the email group “everyone” the day after the game.
- We will have a site director available for any needs that may arise prior to the start of the match or game.

### ***Away Games:***

- All transportation and requests for vans will go through the Athletic Office.
- Coaches should have obtained all equipment necessary for the game, as well as water and a first aid kit.
- **Meal Money:** If the team plans on eating on the road the coach must notify the Athletic Department for meal money. He will need to know how many kids and coaches are taking the trip. This can be done by email. The current rate per meal is \$7 per person.
- All teams will be in dress code unless they are arriving in uniform. A relaxed dress code is in effect on Saturday.
- All coaches must look well-groomed for any contest. When in doubt wear LFA gear.
- Directions to all contests are posted on the Lake Forest Academy website. If not, please notify the Athletic office.
- You are encouraged to email all game summaries the day after the game, using the email group “everyone.”
- If a Team needs to depart early from school, the Coach needs approval from the Athletic Director and forward it to the Dean of Students & Academic Affairs.
- The Coach is responsible for notifying all teachers and the DOS Office on early departure days.

### ***Overnight trips:***

- Coaches must provide all Athletes, Parents, Athletic Department and the DOS office with an itinerary and roster of the trip in a timely fashion.
- Coaches must provide a contact number so the school can contact the coach at any time.
- Coaches must stay with the team and provide proper coverage of the students during the entire trip.
- Coaches will refrain from any alcohol during the duration of the trip.

### ***School Vans:***

- All vans will be scheduled through the Athletic Department. If you wish to schedule a van you must email the Athletic Department a day in advance.
- **Take only the van assigned to you.** If the van you are scheduled to take is gone, refer to the schedule to see which van is available.
- Keys are to be picked up in Crown and returned in the key box outside the uniform room.
- Always leave the van clean and with the windows closed.
- All accidents must be immediately reported. Any problems, no matter how minor to you,

should be reported as well.

- Always check the gas tank before you leave for a trip. If the gauge is on empty, find someone in the Athletic Department. A.D.'s cell # 847- 997-2734.
- If by chance the bus has broken down please check the manual in the van or bus as well as call the **On-Call person (847) 528-5485.**

### ***Reporting Contest:***

- The Head Coach is responsible for reporting all games to the Newspapers
- Coaches are responsible for a game or match summary on their team page on the LFA Website.
- Coaches are encouraged to email a summary of each contest to the LFA community.

### ***Managers:***

- All managers have the same time requirement as the players.
- Keep all equipment together but separate from other teams.
- Take care of coolers, towels, medical kits, ice, etc. All coolers must be cleaned thoroughly every day.
- All uniforms and practice wear should be laundered under the direction of the coaches.
- Keep the equipment clean and in working order.
- Managers should be taught and directed to take care of statistics when applicable.

## **Injuries**

Injuries need to be handled quickly and appropriately. Please use caution whenever administering any kind of first aid. Emphasis should be placed on proper care of the injured as well as discretion when handling an injured patient.

An athletic trainer is available seven days a week to evaluate and treat any injury (emergency or non- emergency). If he or she is not available and you are not sure what procedure to follow, ask another coach, Athletic Department personnel or the **ON-CALL PERSON (847) 528 –5485.**

Anytime we have an injury that requires an ambulance, please notify the Athletic Director and the **on- call person immediately.** The on-call person, you or an assistant coach must remain with the player when utilizing an Ambulance. If a player doesn't need an Ambulance, but still needs to go to the Emergency room, you, an assistant coach, his parent/guardian, or the on-call person are responsible for the transportation to and from the hospital. Never allow a student to transport an injured player. Always call the Parents / Guardians to let them know their child is injured and is going to or is in the hospital to receive proper care.

Remember that you are not a doctor and you do not make any diagnosis on injuries.

### ***Practice and Competition:***

- Refer all injuries to the athletic trainer and follow up with the athletic trainer after practice.
- Do not move or send an injured player to the trainer's room with another player. Rule of thumb is to call the athletic trainer's cell phone or send an able-bodied person to find the

trainer.

- If you are the only coach at practice, stop practice and take care of the injured player. You may only continue practice once the injured player is handed over to another adult.
- **During a game make sure that the injured player is taken care of before playing on.**

#### ***Away Contest:***

- You as the Coach are responsible for the safety and care of the injured player. You, the assistant coach, and or parent must go with the injured player to the hospital.
- Once the injured player is taken care of, the game can continue if the coach is present at the game.
- If you are the only coach available, the entire team will then go to the hospital.
- If you are at a Hospital other than Lake Forest Hospital, consent can be given over the phone for treatment. You may call Lake Forest Hospital 847-234-6150 for the player MEA, it will be on file.
- Remember to call the parents and the on-call person.

## **End of Season**

The Head Coach will have a meeting with the Athletic Director to review the season and go over any needs such as personnel, equipment, scheduling that may help improve the program. These meetings will take place within three weeks of the last game.

- The coach is responsible for the return of all equipment and an inventory list.
- All coaches are responsible for collecting the uniforms at the end of the last competition. All practice gear should be collected at the end of the last practice.
- **End of the Season Report Form** should be turned in to the Athletic Department the week following the last match. All Forms should be handed in to the Athletic Director.
- **Awards / Banquets:** At the end of the season each team will be responsible for hosting its own party. Coaches will receive \$7 per player towards the party. This is a good time to vote on the MVP of the season. Do not wait any longer than this to vote. Contact the Athletic Director for all the details on this matter.
- MVP's will be made public at the end of each season.
- Coaches Evaluation may be handed out by the Athletic Department and will be given to the Dean of Faculty. The coach and Athletic Director will meet to discuss the evaluation as well as the overall season.
- The Head Coach will meet with all the coaches within the program to review the season and needs of the program.





## Acknowledgement and Receipt

*As in most organizations, LFA has the duty to set out school policies, benefits, as well as clear expectations regarding employment practices to all members of Faculty and Staff. We complete this duty through giving each employee at LFA an electronic copy of the Employee Handbook. It is also required that LFA employees acknowledge their receipt and understanding of the Handbook and this is achieved through this acknowledgment and receipt form. Please sign this form after reading the Handbook and return to Human Resources.*

**I have received my copy of the 2023 Lake Forest Academy (LFA) Employee Handbook (“Handbook”).**

The Handbook describes important information about LFA, and I understand that I should consult the Director of Human Resources regarding any questions not answered in the Handbook.

This Handbook and its policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with LFA. By distributing this handbook, LFA expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

**I understand and agree that nothing in the Handbook creates, or is intended to create, a promise or representation of continued employment. I acknowledge that this handbook is neither a contract of employment nor a legal document.**

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Employee's Signature

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Employee's Name (Print)

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Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE WITH HUMAN RESOURCES**